Online Enrollment Guide

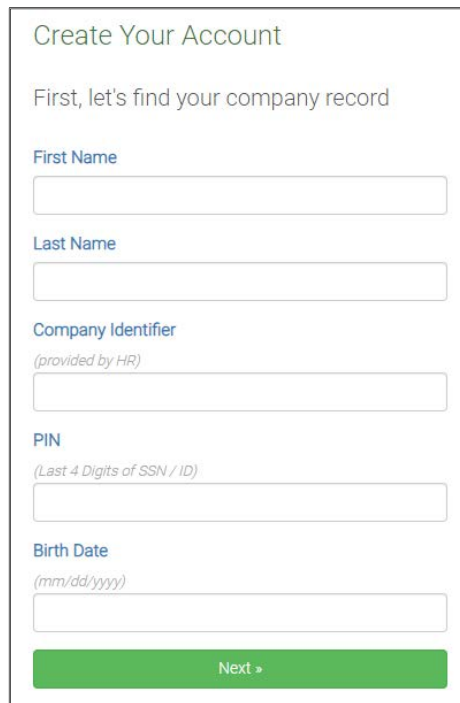Welcome to Canyons School District!

Step 1

Before you move forward with this enrollment, you should have the following accessible:
- All of your dependent's SSN's (Social Security Number)
- Your dependent's DOB (Date of Birth)

If your dependents do not have Social Security Numbers please, contact the Insurance Department. If you are not covering dependents this information is not needed.

To access the Employee Navigator enrollment system go to **csd.employeenavigator.com**. You will then need to click on "New User Registration" underneath "login". Then the following registration screen will load.

Enter the required information

- **PIN: this is the last 4 digits of your Social Security Number**

- **Company Identifier: Canyons**

Once you have filled in the required information Click "**Next**".

Create Your Account

Then register a username and password

Username
(company email is recommended)

Password
(minimum length of 6, number and symbol required)

show it

Terms of Use

☐ I agree with the terms of use

Next »

Welcome! We're excited to have you on our team.

Say hello to your benefits management tool! Here you'll have 24/7 access to detailed information about our employee benefits program, company documents, interactive tools, and more! Click continue to find out what HR needs from you before you begin navigating your personalized employee profile.

Continue

1/2

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When you are ready to start the enrollment process, click **"Let's Begin"**.

Participation Required

The following items are required by HR and need to be completed in a timely manner. You can log out at anytime, but be sure to come back and complete the items listed below.

1 Onboarding

2 New Hire Enrollment

Let's Begin

2/2

Acknowledge that you have clicked on the enrollment video then click **"Next"**

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You are required to agree to the *Electronic Signature and Consent* on the screen below. After reading, click **"Sign Document"** and then **"Finish"**.

Begin Enrollment. If you would like to skip enrollment and log in later, you will log in using the username and password you created. Choose "Finish Enrollment", on the landing page, and continue with the steps below.

Step 3

Review your information. Add/Edit as needed.

Verify your address.

To add new dependents, select the **"add dependent"** button and enter the dependent(s) information. When you have added all dependents, or if you do not have dependents, click **"Save & Continue"** and the system will take you to enrollment.

Step 4

On each page, you will elect the plan you want. First, you must select whom you wish to cover. Then, select the benefit to get the correct cost per pay amount. You may compare plans side-by-side and view details of the selected plan right on the screen. Pay special attention to the NETWORK when selecting your medical plan. After making your selection, click **"Save & Continue"** to move to the next benefit.

If you do not want the benefit, click **"Don't want this benefit?"** and select your reason for declining.

On the enrollment pages, you will find a progress bar and a "My Selections" box as you navigate this process. If you need to review an election, you can click on the progress bar; you will see a dropdown of all the steps and click the page to which you wish to return. Completed tasks have a green check mark.

Step 5

The District provides a basic life insurance policy to all full-time contracted employees, at no cost to you. There are also Voluntary Life Insurance options. You MUST assign beneficiaries for your basic life and voluntary life benefits.

Note: The total allocation percentage under Primary Beneficiaries, and Contingent Beneficiaries must equal 100%.

If you elect over the "Guaranteed Issue" amount for Voluntary Life or Critical Illness, you will be required to submit an Evidence of Insurability Form. On the screen, you have the option to download the PDF form, complete it, print it, and bring/send it to the Insurance Department. You may complete it online at voya.com

Step 6

Please review your enrollment summary. If everything is correct, select **"Click to Sign"** to complete your enrollment.

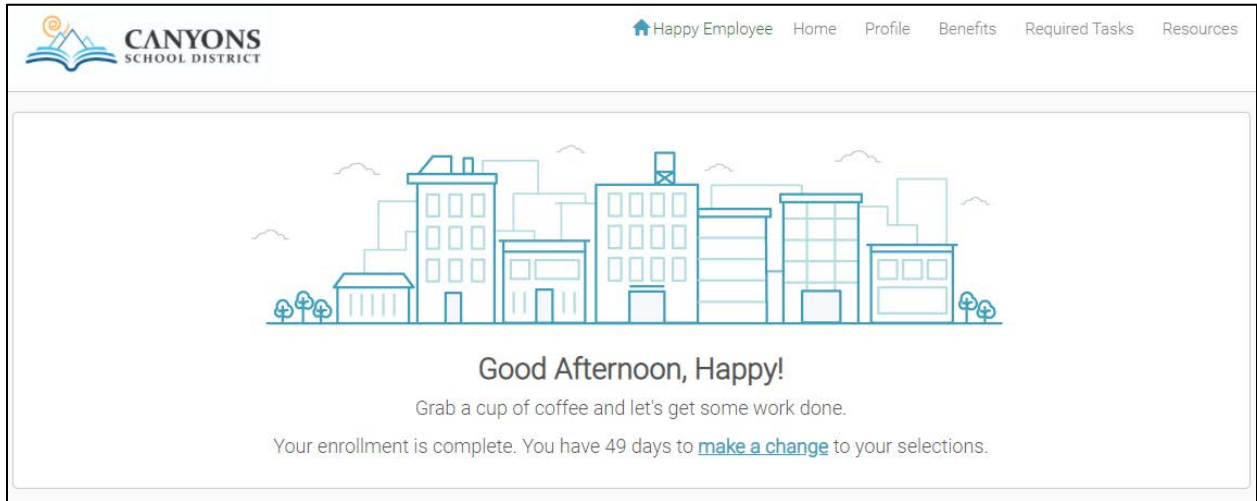**Be sure to print a copy of your enrollment summary for your records**.

To make changes once you have completed enrollment:

Step 1

Log back into the enrollment system www.navigatemybenefits.com and enter the username and password you created previously.
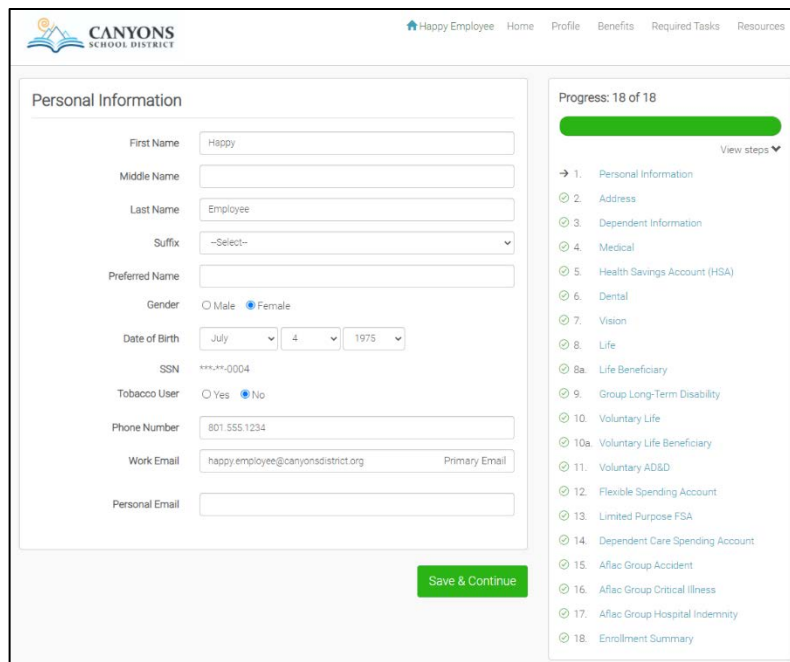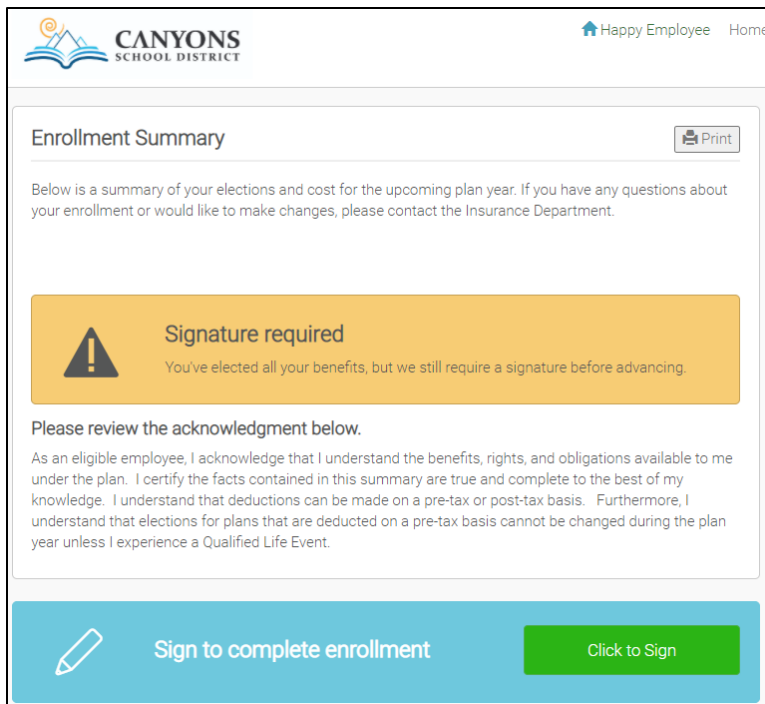
Step 2

Click on **"make a change"**

Step 3

On the right side of the screen click on "**View steps"**. To view the drop-down benefit list. Click on the benefit you would like to update. After you update, click **"Save & Continue".**

Step 4

Navigate back to the Enrollment Summary page and **"Click to Sign"** to reconfirm the changes you made. Be sure to print a copy of your benefit summary for your records.

You have **30 days** from your start date to make changes.

To reset your password:

Step 1

To reset your password, go to www.navigatemybenefits.com and click on "**Reset Password**" under User Name/Password. Then click the button under Employees.
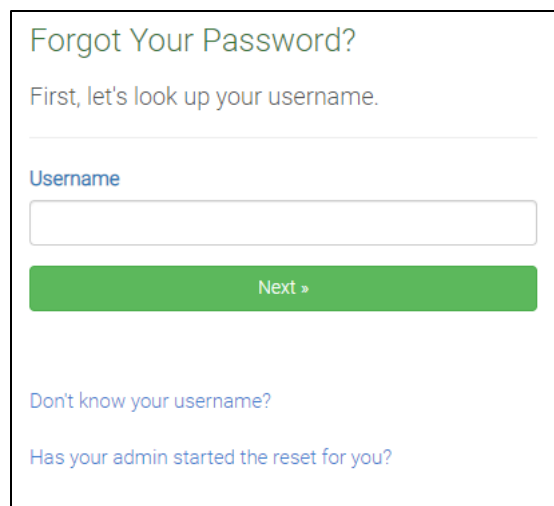
Step 2

Enter your username and click **"Next".**

You will get an email with a link to create a new password.