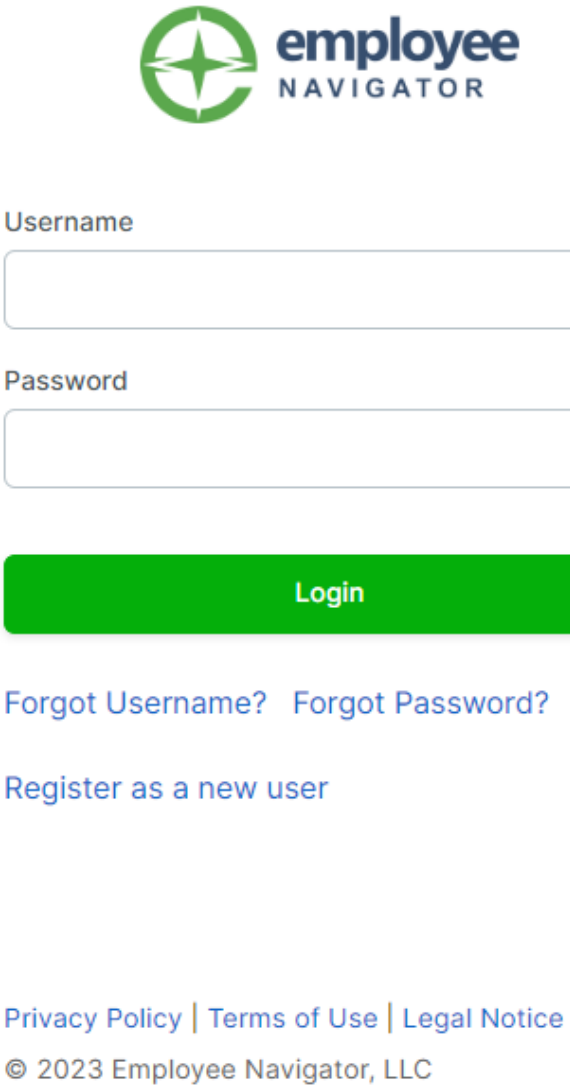
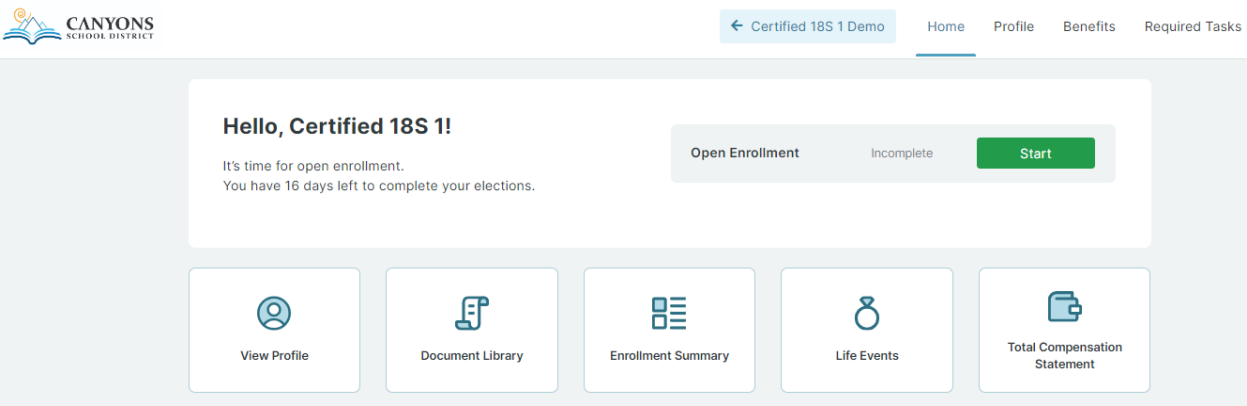
Online Open Enrollment Guide

To access the Employee Navigator enrollment system, go to csd.employeenavigator.com

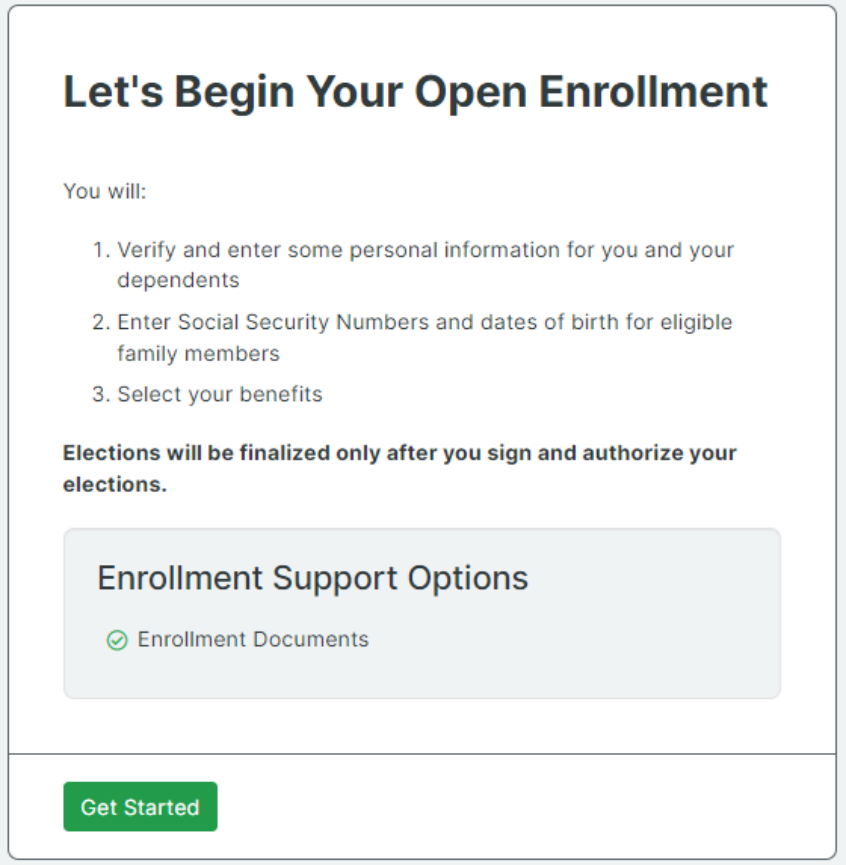


To log in, enter the username and password you created previously. If you have forgotten your username, it is likely your Canyons School District email. If you have forgotten your Password click on "Reset Password". If you have forgotten both your username and password, please call the insurance department at 801-826-5428.
If you are registering for the first time, the company identifier is "Canyons."

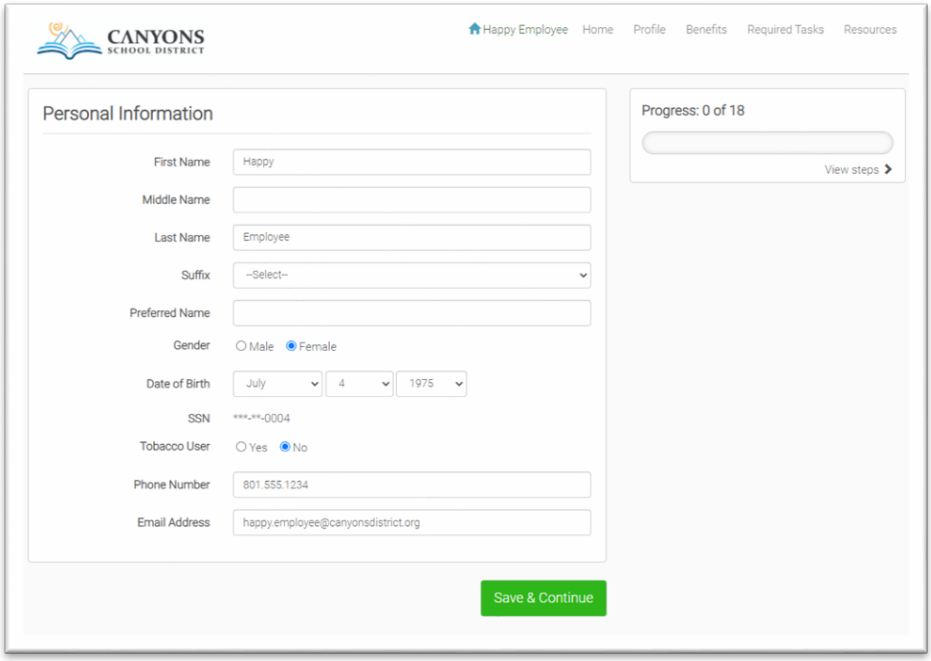


Once logged in, click "**Start**" to begin.

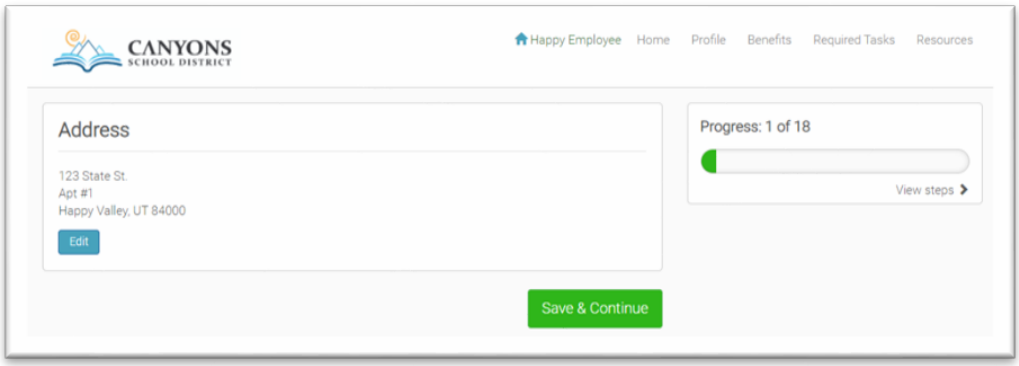
To start the enrollment process, click "**Get Started**".



The system will ask you to review your personal information. Edit the information as needed, then click “Save and Continue”.

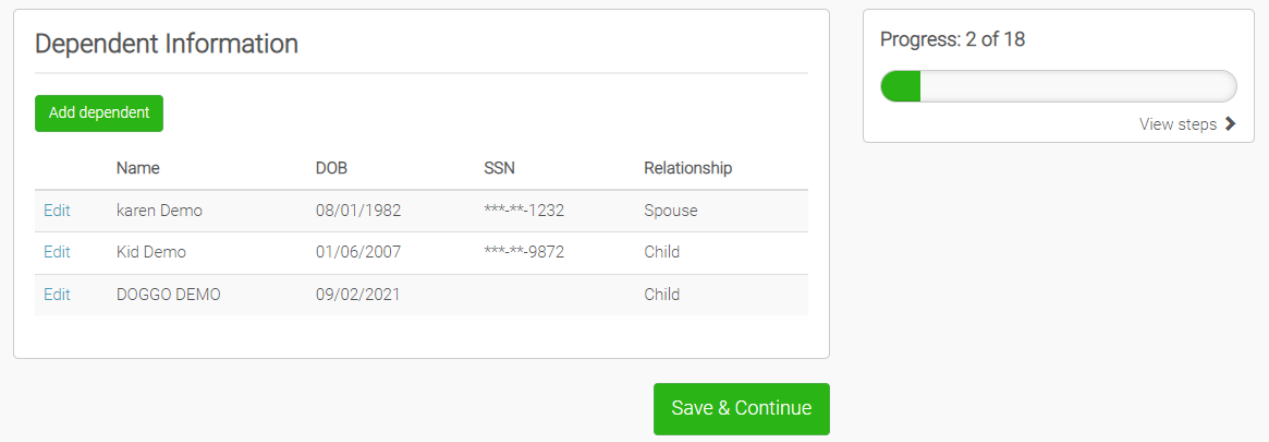


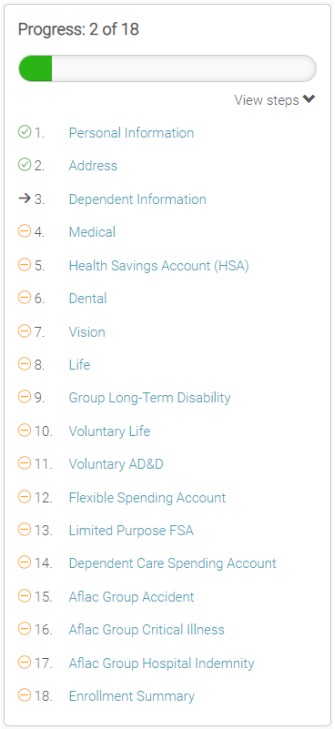
Next, it will ask you to verify your address, then click “Save and Continue”.



Verify dependents. To add 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 the next step.

Please note: Any dependent previously entered will appear on this list because of the history in the system, even if they are no longer active. If they are not active dependents, they should not appear on the coverage election pages.

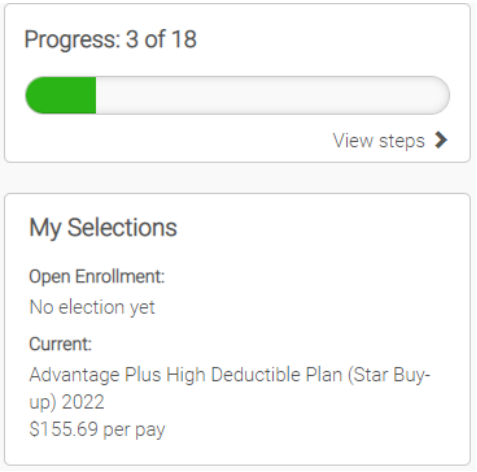




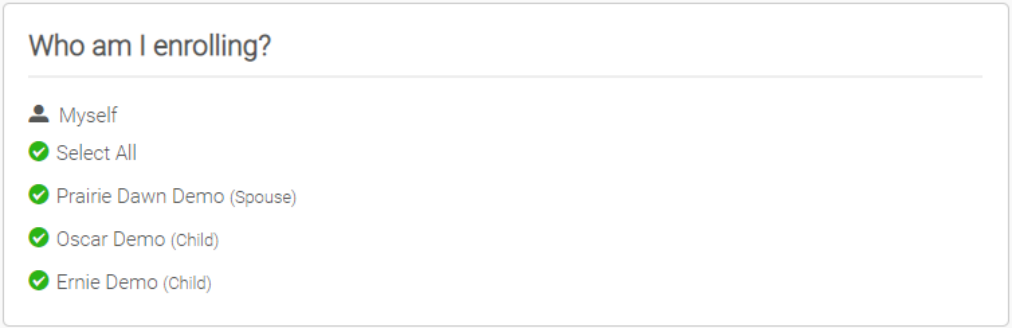
On the right-hand side, you will notice a **Progress Bar**. If you click on **View Steps** you can jump to any section in the enrollment process.

Please note: you will not be able to finalize your enrollment until there is a green check mark next to every enrollment step.

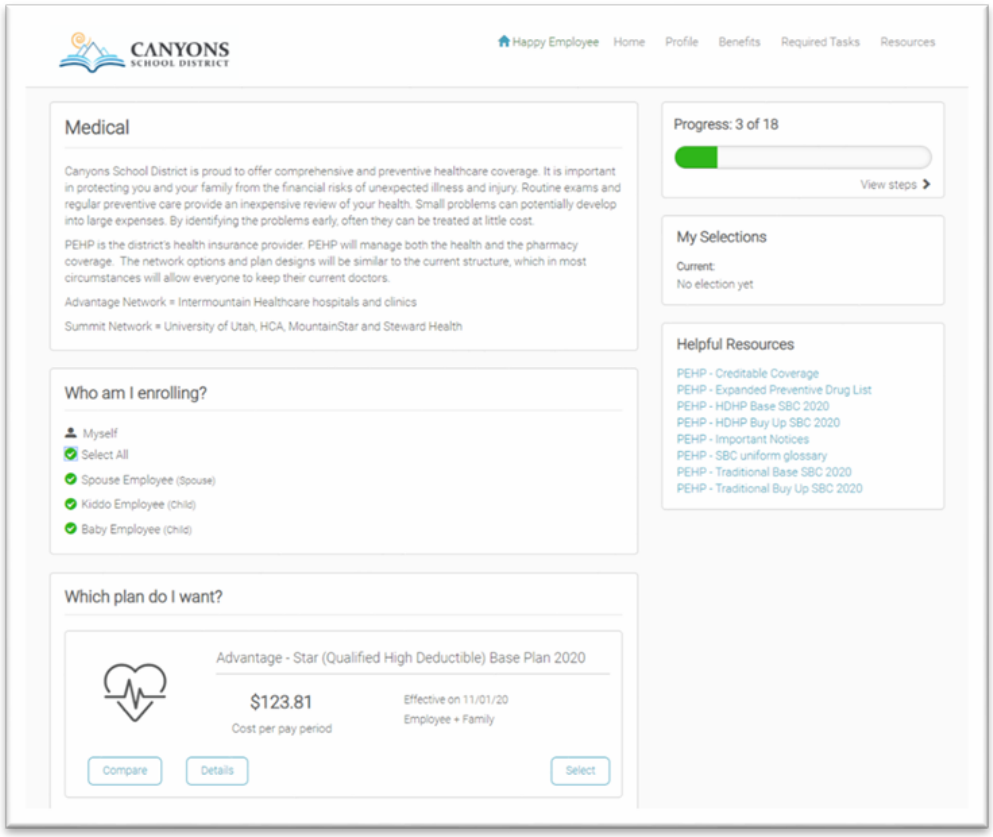
On the right side of the screen under the **Progress Bar,** there is a box called "**My Selections**." That will show what you have selected for 2023 as well as what you are currently enrolled in.



The "Who am I Enrolling" box appears above the coverage selection area. This is where you select who will be enrolled in next year's coverage.

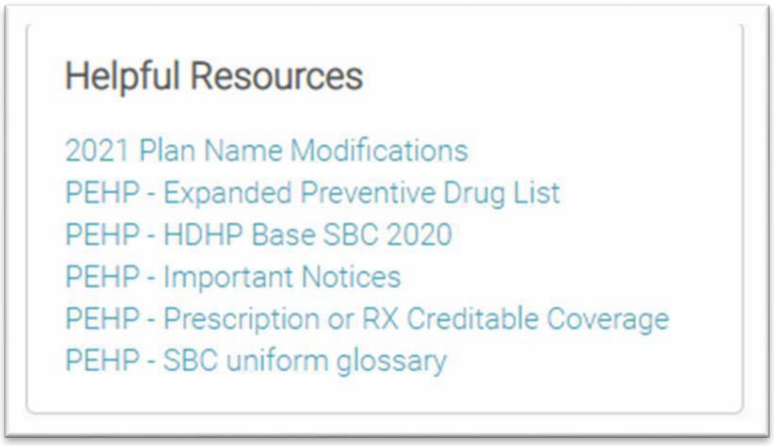


On each page, you will select who you want covered and which benefit you would like. If you would like to compare plans side-by-side you can click the "Compare" button or if you would like to see details on that plan you can click on the "Details" button.



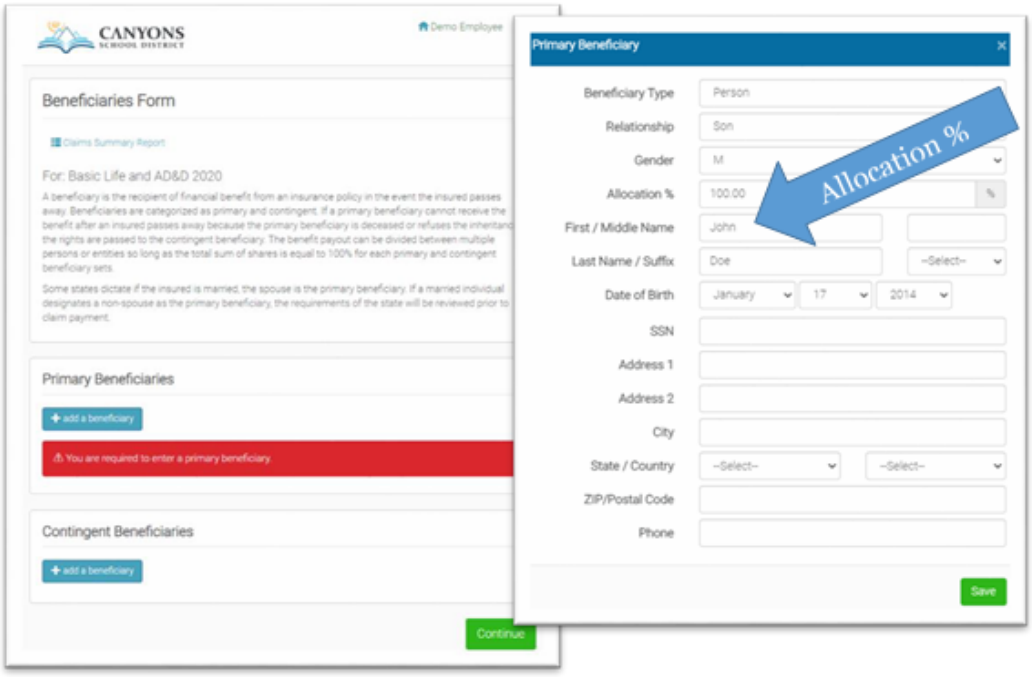
Once the plan is selected, click the Save & Continue button.

If you don't want the Benefit, select the Don't want this benefit? button then indicate a reason.

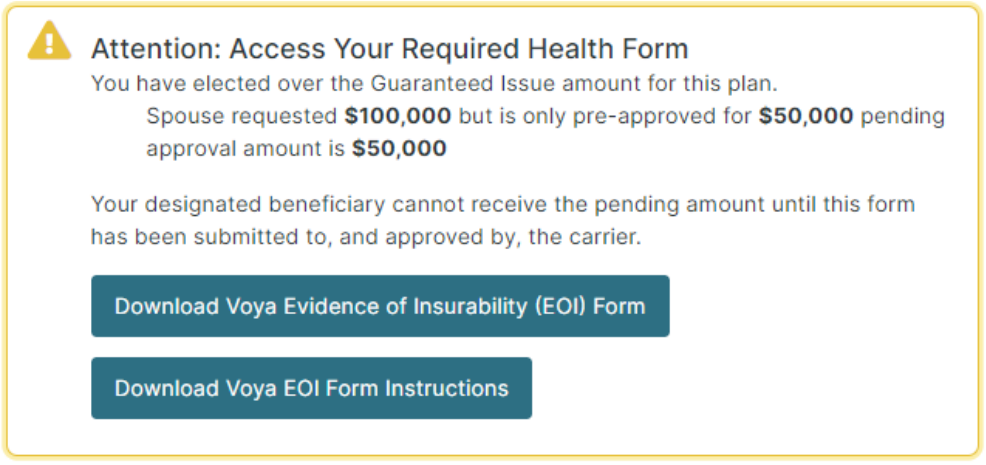


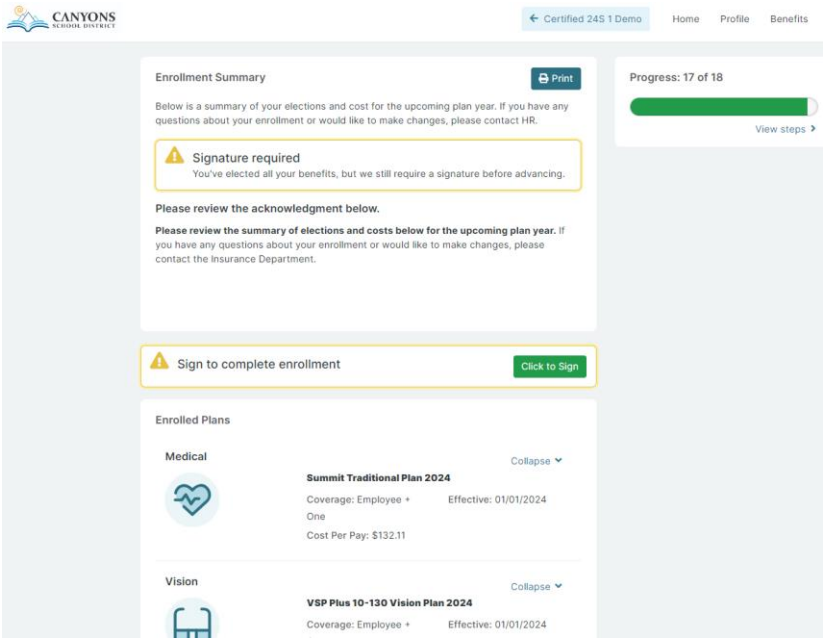
As you navigate through the benefits you can click on "helpful resources" in the right column to help you determine which benefits will work best for you.

If you select voluntary life benefits you will need to designate a beneficiary.
Note: The total allocation percentage under Primary Beneficiaries and Contingent Beneficiaries must equal 100%.

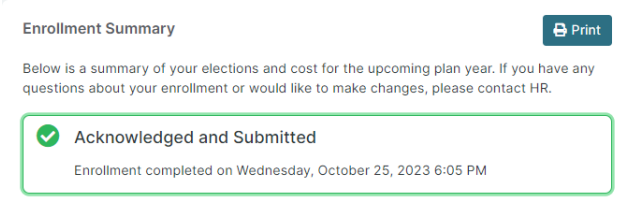


If you elect for Voluntary Life, you will be required to submit an **Evidence of Insurability form** for each applicant that goes over the guaranteed Issue amount. On the screen, you have the option to download the pdf forms. You will need to complete the forms, print them and bring/send them to the Insurance Department.



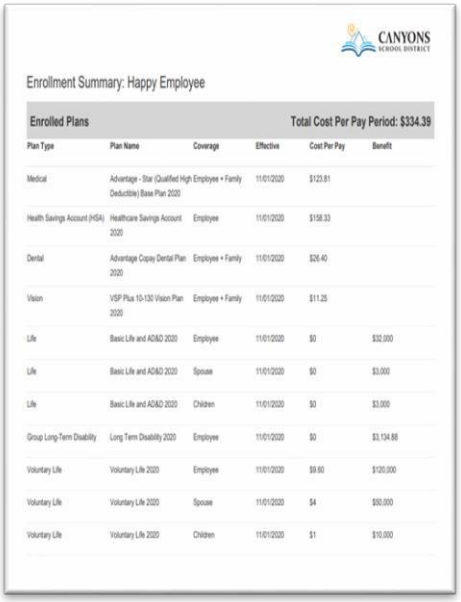


The last page is the Enrollment Summary page. You can review your elections and, if everything is correct, select **"Click to Sign"** to complete your enrollment.



You will then see a box that shows the enrollments were **Acknowledged and Submitted**.

Carefully review the elections on the Benefit Summary. Be sure to print a copy of your enrollment summary for your records. You may need it as a reference if you encounter any issues during the benefit year.



Thank you for completing Open Enrollment!