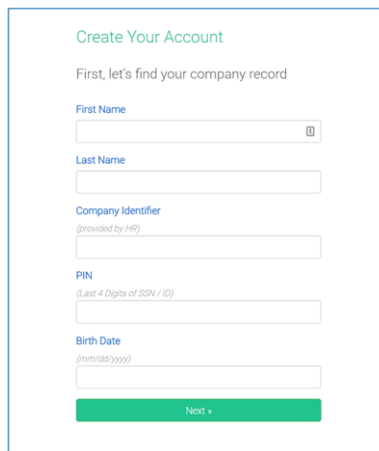# Online Enrollment Guide

Step 1

Before you move forward with this enrollment you should have the following readily accessible:

- All of your dependent's SSN's (Social Security Number)
- Your dependent's DOB (Date of Birth)

If you are not covering dependents this information is not needed. If your dependents don't have Social Security Numbers contact the Insurance Department.

Access the *Employee Navigator* enrollment system by typing "**www.navigatemybenefits.com**" in your internet address bar. You will then need to click on **"New User Registration".** The following registration screen will load.

Enter the **required** information

- **PIN: this is the last 4 of your Social Security Number**
- **Company Identifier: Canyons**

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

You will then be brought to the screen below to create a username and password.

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

☐ I agree with the terms of use

Next »

We recommend that you use your Canyon School District Email as your username.

The password must be a string with a minimum length of 6 and a maximum length of 20, and include both a number and a symbol.

After selecting your username and password, click **"Next"**. You will automatically be signed in at this point. You will be required to agree to the *Electronic Signature and Consent* on the following screen below. Click **"Sign Document"** and then **"Finish"**.

CANYONS
School District

Electronic Signature and Consent   ❶ Pending signature

I agree that by using the e-signature feature on this website I am applying my electronic signature which is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I also agree that no certification authority or other third party verification is necessary to validate my e-signature.

I also agree to receive electronic disclosures of all health and welfare benefits Notices including Summary Plan Descriptions (SPDs) and any Notice a similarly situated employee would consider to be related to employee benefits. For the purpose of this agreement, a Notice is any document, disclosure, policy, procedure, form or other written material required to comply with federal, state, or a governmental safety or regulatory body and any disclosure provided by my company to comply with any of the aforementioned requirements or to communicate company or employment specific information to me. I confirm I have the necessary equipment to view and print these materials and understand that if I cannot access these materials, I may ask for them to be printed for me by my employer. I authorize my employer to send notices electronically and agree to accept the delivery of notices via email as well as the requirements to view notices on this portal.

Please click the "Sign Document" button to confirm that you have reviewed and completed this task.

Sign Document

Finish

Step 2

Once you are ready to start the enrollment process, click the white **"Start Benefits"** button.

Step 3

Review the Employee Information tab and make any necessary changes.
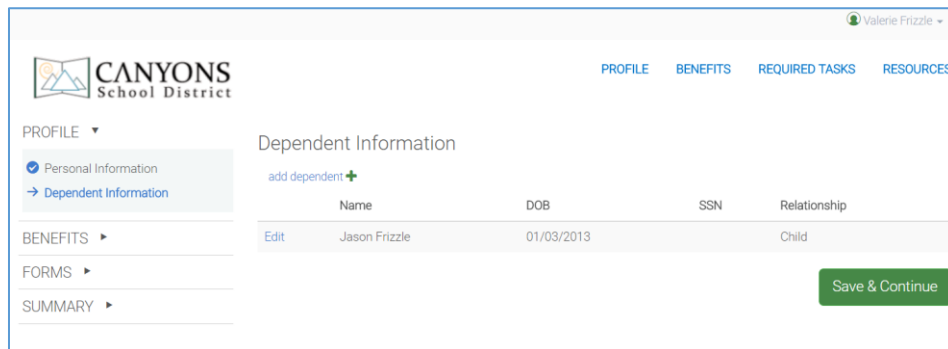
Click **"Save & Continue"**.

Step 4

Review the Dependent Information tab and make any necessary changes by clicking **"Edit"** next to the dependent's name. Please provide or verify the Social Security Number for yourself and all of your dependents receiving coverage. If you don't have dependent social security numbers contact the Insurance Department.

To add new dependents, select the **"add dependent"** button and enter the dependent information. When complete, click **"Save & Continue"** and the system will take you to the enrollment section.

Step 5

The left hand side of your screen will be your checklist as you go through the enrollment process. On each page, you will be able to elect the plan that you want. You will first need to select the dependents that you want covered, then select the benefit that you want. If you decide you do not want the benefit, click on **"Do not want this benefit."**

Your current election will be shown on the right hand side of the screen. If you would like to compare all of the plans side by side, click on **"Compare."** When you are done comparing click on the X in the upper right hand corner of the box and continue with your selections.

After making your election click on **"Save & Continue"** to move to the next benefit.

Step 6

After all of your benefits have been elected, (make sure all benefits have a check mark next to them on the left hand side of your screen) you will need to assign beneficiaries for your basic life and voluntary life benefits. On the screen below, you will be able to add beneficiaries by clicking **"add a beneficiary +"**

Note: The total allocation percentage under Primary beneficiary must equal 100%. That is the same for Contingent beneficiaries.

Once you have added your beneficiaries Click **"Continue"**.

Step 7

If you elected over the Guaranteed Issue amount for Voluntary Life or Critical Illness benefit, you will be required to submit an Evidence of Insurability Form. On the screen below, you will be able to download the form. You will need to complete it, print it out, and bring it into the Insurance Department.

Download the form, then click **"Continue"** to move to the enrollment summary page.

Step 8

Please review your enrollment summary. If everything looks correct, Click **"Agree"** to complete the enrollment process. **Make certain to print a copy of your summary for your records.**

Once you click **"Agree"**, your enrollment is complete.

To make changes once you have completed enrollment:

Step 1

Log back into the enrollment system by going to www.navigatemybenefits.com and entering the username and password you created earlier.

Step 2

Click the white "Update Benefits" button.
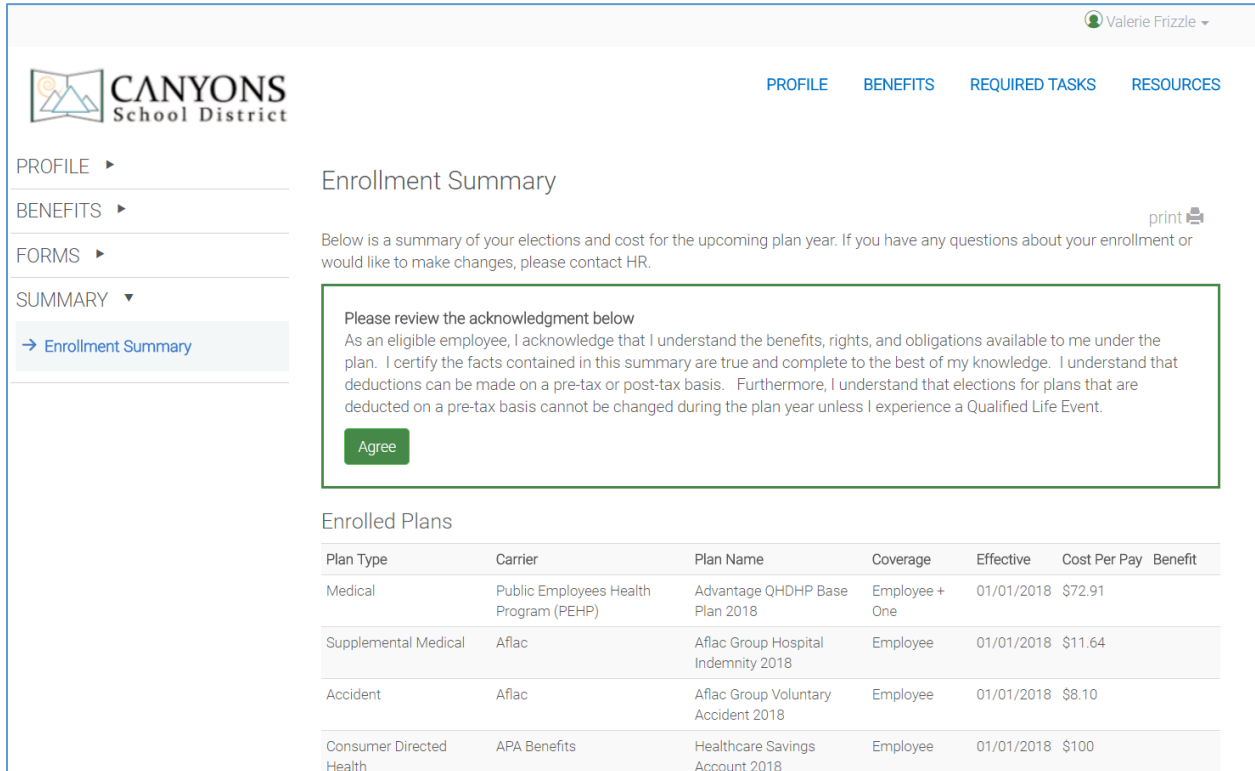

Step 3

On the left hand side of your screen, click on "Benefits" to drop down the list of all benefits. Click on the benefit you would like to update.

After you've updated your benefit election Click "Save and Continue".

Step 4

You will then need to go to the Enrollment Summary page and agree to the changes you have made. Make sure to print a copy of your benefit summary for your records.

Click **"Agree"** to complete the enrollment process.

To reset your password:

Step 1

To reset your password, go to www.navigatemybenefits.com and click on "Reset a forgotten password".
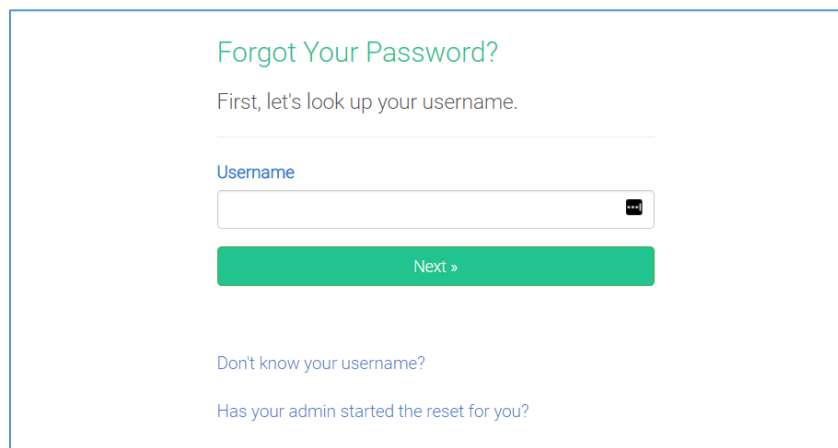
Under *Employees* **"Click Here".**

Step 2

Enter your username

Click "Next". An email will be sent to you. Click the link in the email and you will be able to create a new password from there.