

Online Enrollment Guide

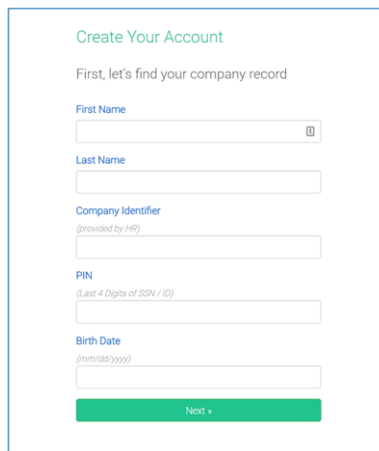
Step 1

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.



Create Your Account

First, let's find your company record

First Name

Last Name

Company Identifier
(provided by HR)

PIN
(Last 4 Digits of SSN / ID)

Birth Date
(mm/dd/yyyy)

Next >

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”**.



Electronic Signature and Consent ⓘ 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.

Step 2

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

The screenshot shows the employee portal dashboard for Valerie Frizzle. At the top, there is a navigation bar with the Canyon School District logo and links for PROFILE, BENEFITS, REQUIRED TASKS, and RESOURCES. Below the navigation bar, a blue banner displays a welcome message: "Welcome, Valerie. 14 days left to complete your open enrollment." A white button with a heart icon and the text "Start Benefits >" is positioned on the right side of the banner. Below the banner, there are four main sections: Profile (Update personal information), Benefits (View and manage your benefits), Required Tasks (Complete required company tasks), and Resources (Find other information). At the bottom, there are two sections: News & Articles and Compliance Documents, both with columns for Title and Posted.

Step 3

Review the Employee Information tab and make any necessary changes.

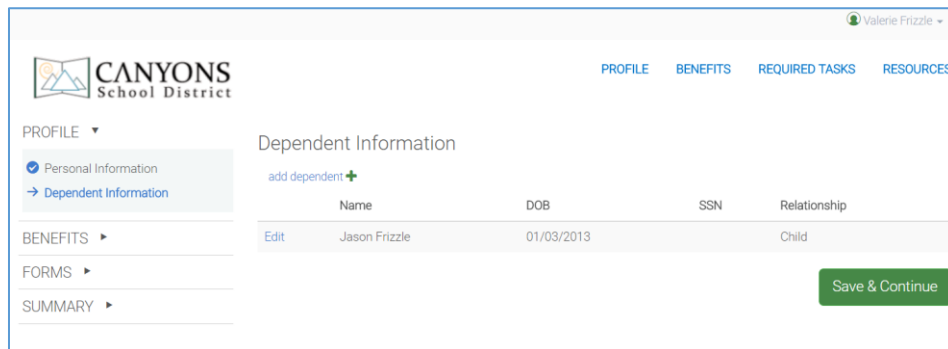
The screenshot shows the "Personal Information" form in the employee portal. The form is titled "Personal Information" and includes the following fields: First Name (Valerie), Middle Name (empty), Last Name (Frizzle), Suffix (dropdown menu), Gender (radio buttons for Male and Female), Date of Birth (dropdown menus for month, day, and year), SSN (masked as ***-**-0008), Tobacco User (radio buttons for Yes and No), Address 1, Address 2, City, State (dropdown menu), County (dropdown menu), Zip Code, Phone Number, and Email Address (valeriefritzle@canyons.com). A green "Save & Continue" button is located at the bottom right of the form.

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.



The screenshot shows the Canyon School District web interface. At the top left is the logo for Canyon School District. On the top right, there is a user profile for Valerie Frizzle and navigation links for PROFILE, BENEFITS, REQUIRED TASKS, and RESOURCES. The main content area is titled 'Dependent Information' and includes a table with columns for Name, DOB, SSN, and Relationship. A table entry shows Jason Frizzle with DOB 01/03/2013 and Relationship Child. An 'Edit' link is next to the name. Above the table is an 'add dependent +' button. A 'Save & Continue' button is located at the bottom right of the table area. On the left side, there is a sidebar menu with 'PROFILE' selected, containing 'Personal Information' and 'Dependent Information' (with a right-pointing arrow). Below this are 'BENEFITS', 'FORMS', and 'SUMMARY' with right-pointing arrows.

Name	DOB	SSN	Relationship
Jason Frizzle	01/03/2013		Child

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.

The screenshot shows the Canyon School District enrollment portal. The user is Valerie Frizzle. The page is titled "Vision" and provides information about the vision carrier (EMI Health) and the available plans. The left sidebar contains a checklist of benefits, with "Vision" selected. The main content area shows two plan options: "VSP Plus 10-100 Vision Plan 2018" with a cost of \$2.60 per pay period, and "VSP Plus 10-130 Vision Plan 2018" with a cost of \$3.05 per pay period. Both plans are effective on 01/01/18. The "MY SELECTIONS" section shows the current selection as "VSP Plus 10-100" for \$2.45 per pay. At the bottom, there are buttons for "Save & Continue" and "Don't want this benefit?".

Valerie Frizzle

CANYONS School District

PROFILE BENEFITS REQUIRED TASKS RESOURCES

PROFILE ▾

BENEFITS ▾

- Medical
- Supplemental Medical
- Accident
- Consumer Directed Health
- Critical Illness
- Dental
- Vision
- Life
- AD&D
- Long-Term Disability
- Voluntary Life
- Voluntary AD&D
- Flexible Spending Account
- Dependent Care Spending Account

FORMS ▾

SUMMARY ▾

Vision

Canyons School District's vision carrier is EMI Health. EMI Health partners with VSP Vision to offer enhanced vision benefits. There is a large access to care, both nationally and in Utah, including Walmart, Sam's Club, Costco, Shopko, Vision Works, and community-based providers. Canyons School District offers two options for an employee's choice on their vision plan. Changes in vision coverage may only be made during an open enrollment period.

Who am I enrolling?

- Myself
- Kyle Frizzle (Spouse)
- Jason Frizzle (Child)

Which plan do I want?

VSP Plus 10-100 Vision Plan 2018

\$2.60 Effective on 01/01/18
Employee

Cost per pay period

VSP Plus 10-130 Vision Plan 2018

\$3.05 Effective on 01/01/18
Employee

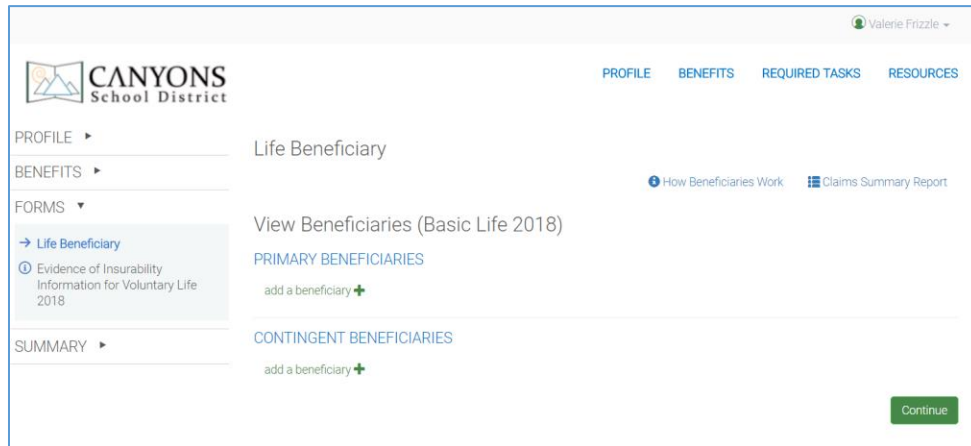
Cost per pay period

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.

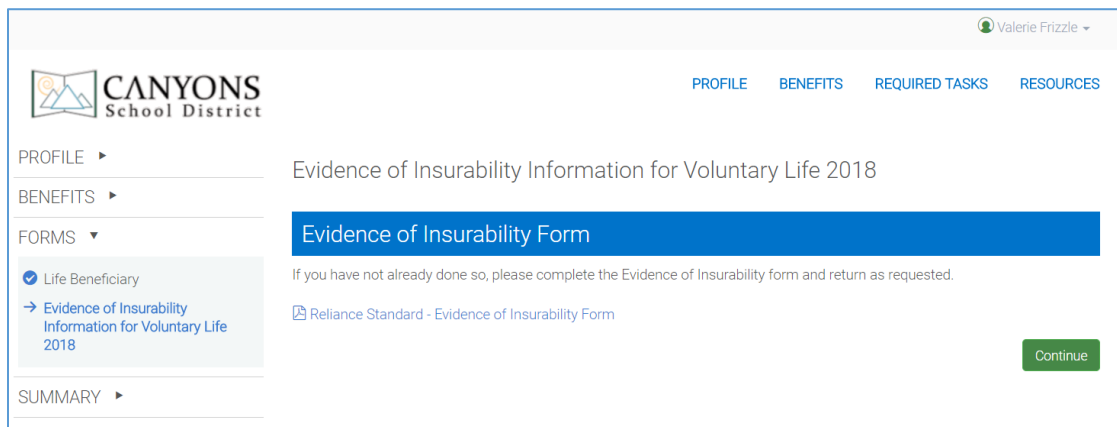


The screenshot shows the Canyon School District website interface. At the top right, the user is logged in as Valerie Frizzle. The navigation menu includes PROFILE, BENEFITS, REQUIRED TASKS, and RESOURCES. The left sidebar has a menu with PROFILE, BENEFITS, and FORMS. The main content area is titled "Life Beneficiary" and includes a "View Beneficiaries (Basic Life 2018)" link. Below this, there are sections for "PRIMARY BENEFICIARIES" and "CONTINGENT BENEFICIARIES", each with an "add a beneficiary +" button. A "Continue" button is located at the bottom right of the page.

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.




The screenshot shows the Canyon School District website interface. At the top right, the user is logged in as Valerie Frizzle. The navigation menu includes PROFILE, BENEFITS, REQUIRED TASKS, and RESOURCES. The left sidebar has a menu with PROFILE, BENEFITS, and FORMS. The main content area is titled "Evidence of Insurability Information for Voluntary Life 2018". A blue banner highlights "Evidence of Insurability Form". Below this, there is a message: "If you have not already done so, please complete the Evidence of Insurability form and return as requested." and a link for "Reliance Standard - Evidence of Insurability Form". A "Continue" button is located at the bottom right of the page.

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.**

Valerie Frizzle ▾

 [PROFILE](#) [BENEFITS](#) [REQUIRED TASKS](#) [RESOURCES](#)

PROFILE ▸
BENEFITS ▸
FORMS ▸
SUMMARY ▾
→ [Enrollment Summary](#)

Enrollment Summary

print 

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.

Please review the acknowledgment below

As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.

[Agree](#)

Enrolled Plans

Plan Type	Carrier	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Public Employees Health Program (PEHP)	Advantage QHDHP Base Plan 2018	Employee + One	01/01/2018	\$72.91	
Supplemental Medical	Aflac	Aflac Group Hospital Indemnity 2018	Employee	01/01/2018	\$11.64	
Accident	Aflac	Aflac Group Voluntary Accident 2018	Employee	01/01/2018	\$8.10	
Consumer Directed Health	APA Benefits	Healthcare Savings Account 2018	Employee	01/01/2018	\$100	

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.

The screenshot shows the user's dashboard for Valerie Frizzle. At the top right, the user's name "Valerie Frizzle" is displayed. The navigation menu includes "PROFILE", "BENEFITS", "REQUIRED TASKS", and "RESOURCES". A green banner indicates "You have 1 required task to complete" with a "go" button. A blue section contains a welcome message: "Welcome, Valerie. Your open enrollment is complete. You have 14 days to make a change to your selections." Below this, a white button with a heart icon and a plus sign says "Update Benefits". A text block explains that open enrollment is now available and encourages users to review their benefits. Below the text are four main menu items: "Profile" (Update personal information), "Benefits" (View and manage your benefits), "Required Tasks" (Complete required company tasks), and "Resources" (Find other information). At the bottom, there are sections for "News & Articles" and "Compliance Documents", each with columns for "Title" and "Posted".

Step 3

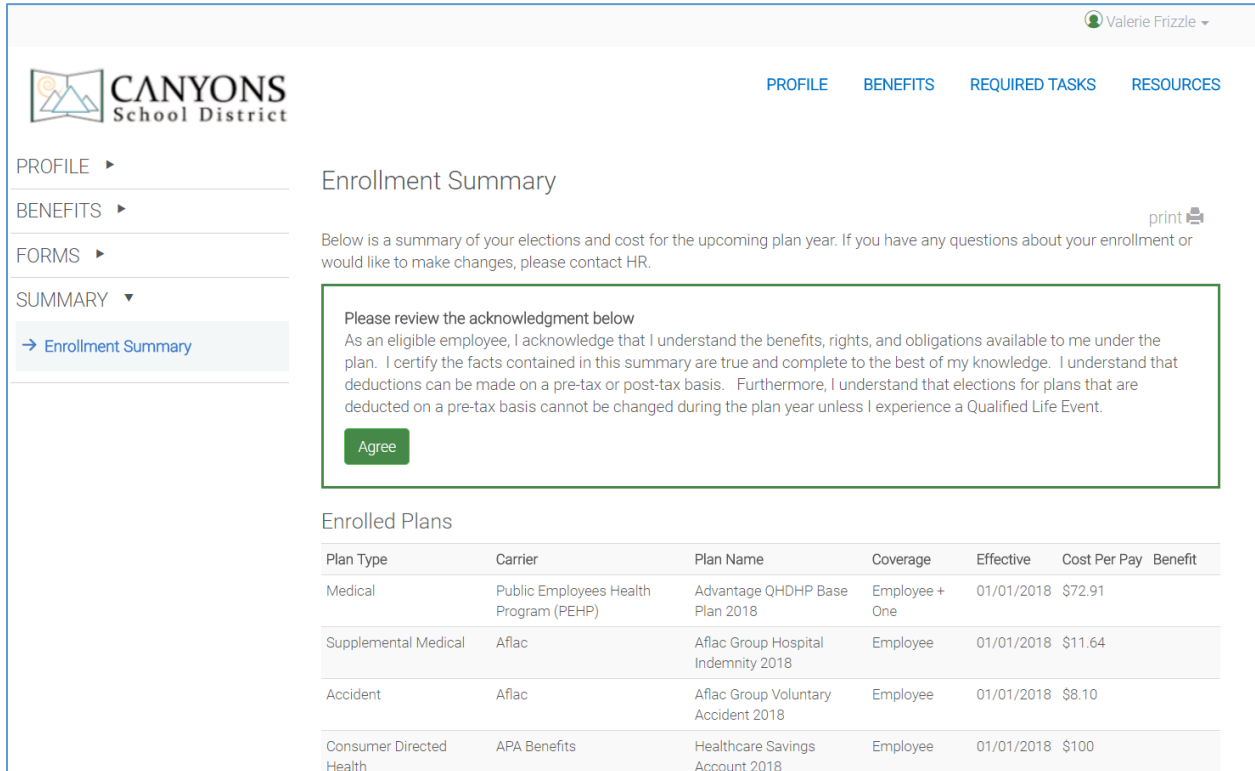
On the left hand side of your screen, click on “Benefits” to drop down the list of all benefits. Click on the benefit you would like to update.

The screenshot shows the "Personal Information" form in the enrollment system. The left sidebar has "BENEFITS" expanded, showing a list of benefit options: Medical, Supplemental Medical, Accident, Consumer Directed Health, Critical Illness, Dental, Vision, Life, and AD&D. The main form fields are: First Name (Valerie), Middle Name (empty), Last Name (Frizzle), Suffix (dropdown menu), Gender (radio buttons for Male and Female), Date of Birth (January 1, 1980), SSN (***-**-0008), and Tobacco User (radio buttons for Yes and No). The "Address" field is partially visible at the bottom.

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.



Valerie Frizzle

CANYONS
School District

PROFILE BENEFITS REQUIRED TASKS RESOURCES

PROFILE ▶
BENEFITS ▶
FORMS ▶
SUMMARY ▼
→ Enrollment Summary

Enrollment Summary

print

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Agree

Enrolled Plans

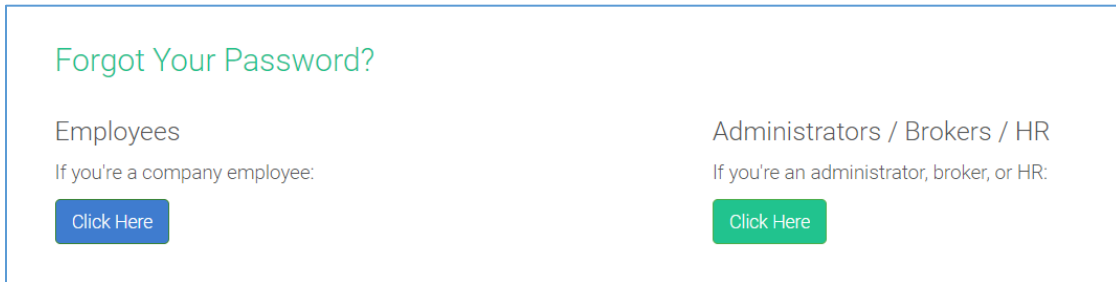
Plan Type	Carrier	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Public Employees Health Program (PEHP)	Advantage QHDHP Base Plan 2018	Employee + One	01/01/2018	\$72.91	
Supplemental Medical	Aflac	Aflac Group Hospital Indemnity 2018	Employee	01/01/2018	\$11.64	
Accident	Aflac	Aflac Group Voluntary Accident 2018	Employee	01/01/2018	\$8.10	
Consumer Directed Health	APA Benefits	Healthcare Savings Account 2018	Employee	01/01/2018	\$100	

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”.



Forgot Your Password?

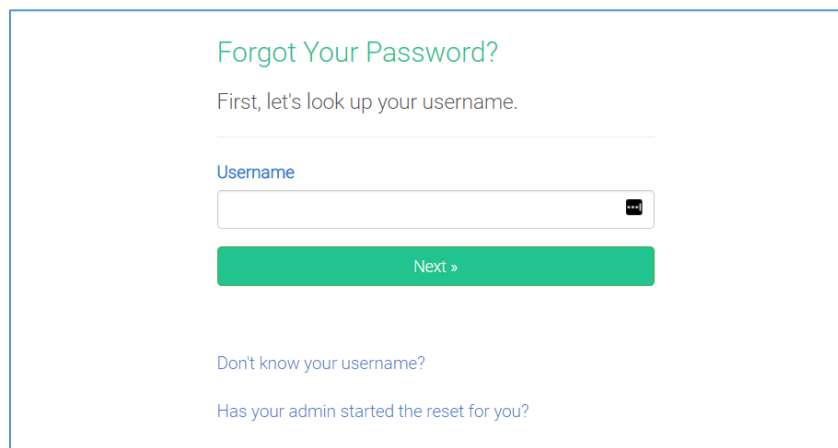
Employees
If you're a company employee:
[Click Here](#)

Administrators / Brokers / HR
If you're an administrator, broker, or HR:
[Click Here](#)

Under *Employees* “**Click Here**”.

Step 2

Enter your username



Forgot Your Password?

First, let's look up your username.

Username

[Next »](#)

[Don't know your username?](#)

[Has your admin started the reset for you?](#)

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.