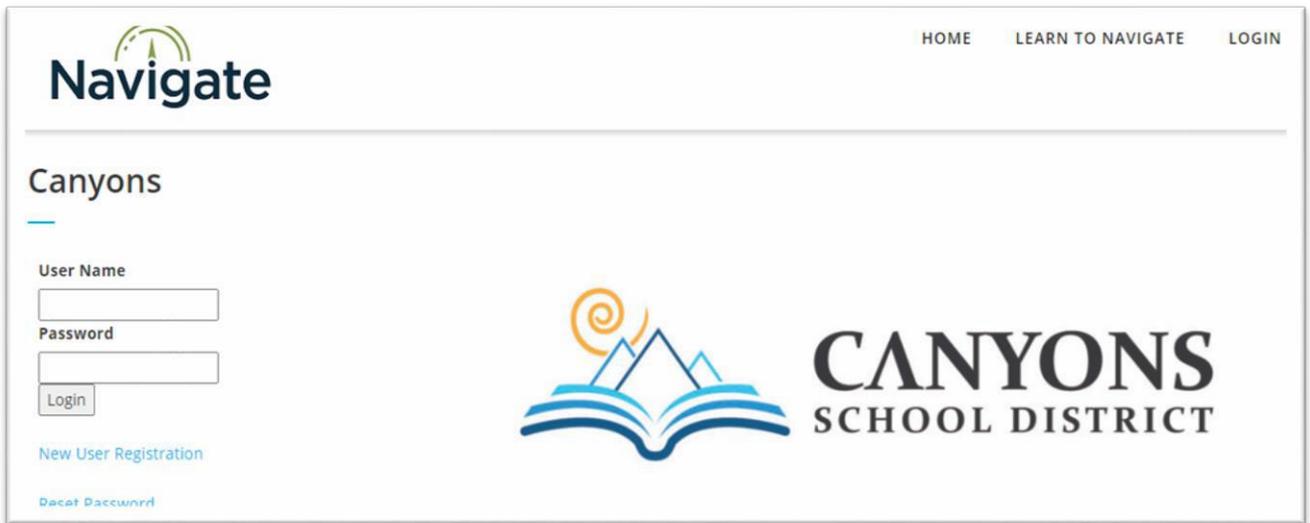


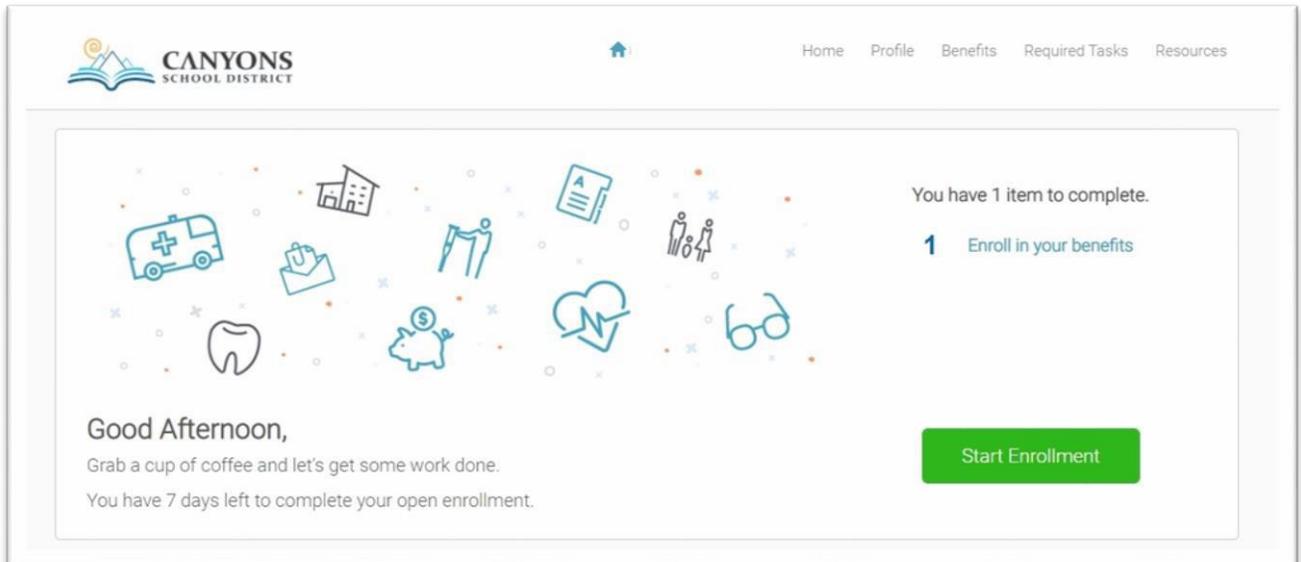
Online Open Enrollment Guide

To access the Employee Navigator enrollment system go to <http://csd.employeenavigator.com/>



The screenshot shows the login interface for the Employee Navigator system. At the top left is the "Navigate" logo. In the top right corner, there are navigation links for "HOME", "LEARN TO NAVIGATE", and "LOGIN". Below the logo, the word "Canyons" is displayed. On the left side, there is a login form with fields for "User Name" and "Password", a "Login" button, and links for "New User Registration" and "Reset Password". On the right side, there is the Canyons School District logo, which features a stylized mountain range with a sun and the text "CANYONS SCHOOL DISTRICT".

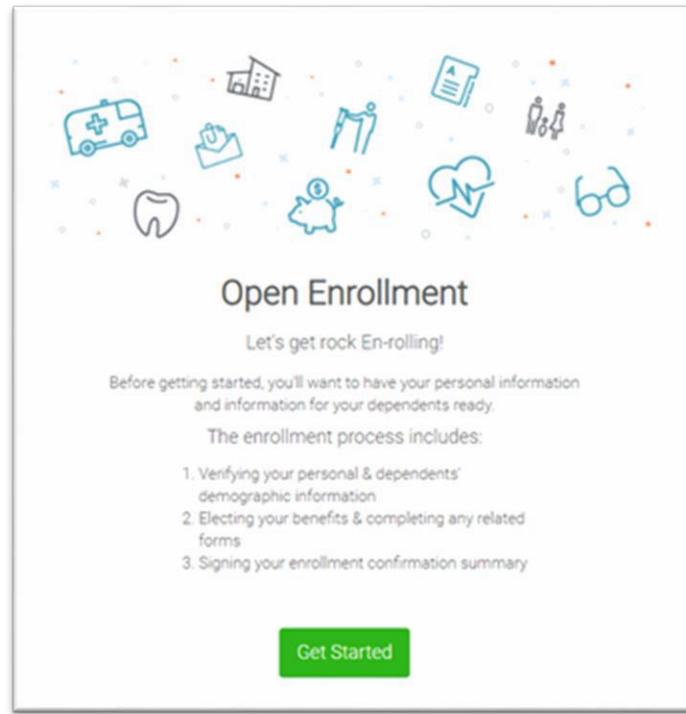
To log in, enter the username and password you created previously. If you have forgotten your username, it is likely your Canyons School District email. If you have forgotten your password click on “**Reset Password**”. If you have forgotten both, please call the Insurance Department 801.826.5428.



The screenshot shows the dashboard after a successful login. At the top left is the Canyons School District logo. In the top right corner, there are navigation links for "Home", "Profile", "Benefits", "Required Tasks", and "Resources". The main content area features a collection of colorful icons representing various benefits and services, such as a hospital, a house, a person, a document, a family, a piggy bank, a heart, and glasses. On the right side, there is a notification that says "You have 1 item to complete." followed by a list item "1 Enroll in your benefits". Below this, there is a green button labeled "Start Enrollment". On the left side, there is a greeting "Good Afternoon," followed by the text "Grab a cup of coffee and let's get some work done." and "You have 7 days left to complete your open enrollment."

Once you have logged in, click “**Start Enrollment**”.

When you are ready to start the enrollment process, click **“Get Started”**



Review your personal information. Edit as needed, then Click **“Save and Continue”**.

A screenshot of a web form titled "Personal Information" from the Canyon School District. The form is part of a larger system, as indicated by the header "CANYONS SCHOOL DISTRICT" and navigation links: "Happy Employee", "Home", "Profile", "Benefits", "Required Tasks", and "Resources". The form fields are: "First Name" (text input with "Happy"), "Middle Name" (text input), "Last Name" (text input with "Employee"), "Suffix" (dropdown menu with "--Select--"), "Preferred Name" (text input), "Gender" (radio buttons for "Male" and "Female", with "Female" selected), "Date of Birth" (three dropdown menus for "July", "4", and "1975"), "SSN" (text input with "***-**-0004"), "Tobacco User" (radio buttons for "Yes" and "No", with "No" selected), "Phone Number" (text input with "801.555.1234"), and "Email Address" (text input with "happy.employee@canyonsdistrict.org"). To the right of the form is a progress indicator showing "Progress: 0 of 18" and a "View steps" link. At the bottom right of the form is a green button labeled "Save & Continue".

Verify your address, then click “Save & Continue.”

The screenshot shows the 'Address' section of a web form. The address is: 123 State St., Apt #1, Happy Valley, UT 84000. There is an 'Edit' button below the address. To the right, a progress bar shows 'Progress: 1 of 18' with a green indicator. A 'View steps' link is also present. At the bottom center, there is a green 'Save & Continue' button. The top navigation bar includes 'Happy Employee', 'Home', 'Profile', 'Benefits', 'Required Tasks', and 'Resources'.

Verify dependents. 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.

The screenshot shows the 'Dependent Information' section. It features an 'add dependent +' button. Below it is a table with columns for Name, DOB, SSN, and Relationship. The table contains three entries: Spouse Employee (DOB: 08/10/1977, Relationship: Spouse), Kiddo Employee (DOB: 09/04/2010, Relationship: Child), and Baby Employee (DOB: 10/01/2020, Relationship: Child). Each row has an 'Edit' link. To the right, a progress bar shows 'Progress: 2 of 18' with a green indicator and a 'View steps' link. At the bottom center, there is a green 'Save & Continue' button. The top navigation bar is the same as in the previous screenshot.

On the enrollment pages, you will find a **Progress Bar** and a “**My Selections**” box on the right side of the screen. Your current benefit enrollment and your new election will be in the selections box. If you need to review an election, you can click on “**View Steps**” on the progress bar; you will see a dropdown of all the steps and you can click on the page to which you wish to return. Completed tasks have a green check mark.

The screenshot shows a progress bar for 'Progress: 8 of 18'. The bar is partially filled with green. Below the bar is a 'View steps' dropdown menu. The menu lists 11 steps, each with a status icon: 1. Personal Information (green check), 2. Address (green check), 3. Dependent Information (green check), 4. Medical (green check), 5. Health Savings Account (HSA) (green check), 6. Dental (blue arrow), 7. Vision (green check), 8. Life (green check), 8a. Life Beneficiary (green check), 9. Group Long-Term Disability (orange circle), 10. Voluntary Life (orange circle), 11. Voluntary AD&D (orange circle).

The screenshot shows the 'My Selections' box. It contains two sections: 'Open Enrollment' and 'Current'. Under 'Open Enrollment', it lists 'Summit High Deductible Plan (Star) 2021' with a cost of '\$123.81 per pay'. Under 'Current', it lists 'Summit - Star (Qualified High Deductible) Base Plan 2020' with a cost of '\$72.91 per pay'.

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. Be sure to pay special attention to the **NETWORK** when selecting your medical plan. After making your election, click **“Save & Continue”** to move to the next benefit.

The screenshot shows the Canyon School District benefits selection interface. At the top left is the Canyon School District logo. The top navigation bar includes links for Happy Employee, Home, Profile, Benefits, Required Tasks, and Resources. The main content area is divided into three sections: 'Medical', 'Who am I enrolling?', and 'Which plan do I want?'. The 'Medical' section contains introductory text about healthcare coverage and lists network providers. The 'Who am I enrolling?' section has a list of selection options: Myself, Select All, Spouse Employee (Spouse), Kiddo Employee (child), and Baby Employee (child), all of which are checked. The 'Which plan do I want?' section displays a plan card for 'Advantage - Star (Qualified High Deductible) Base Plan 2020' with a cost of \$123.81 per pay period and an effective date of 11/01/20. The plan card includes a heart icon and buttons for 'Compare', 'Details', and 'Select'. On the right side, there is a 'Progress' bar showing 3 of 18 steps, a 'My Selections' section indicating 'No election yet', and a 'Helpful Resources' section with a list of links.

If you do not want the benefit, click on **“Don’t want this benefit”** and select your reason for declining.

As you navigate through the benefits, click on the **“Helpful Resources”** in the right column to help you determine which benefits will work best for you.

A box titled 'Helpful Resources' containing a list of links: 2021 Plan Name Modifications, PEHP - Expanded Preventive Drug List, PEHP - HDHP Base SBC 2020, PEHP - Important Notices, PEHP - Prescription or RX Creditable Coverage, and PEHP - SBC uniform glossary.

If you elect to participate in an HSA or FSA, please read the explanations carefully.

There are many Voluntary Life Insurance options available. 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%.

CANYONS SCHOOL DISTRICT Demo Employee

Beneficiaries Form

Claims Summary Report

For: Basic Life and AD&D 2020

A beneficiary is the recipient of financial benefit from an insurance policy in the event the insured passes away. Beneficiaries are categorized as primary and contingent. If a primary beneficiary cannot receive the benefit after an insured passes away because the primary beneficiary is deceased or refuses the inheritance, the rights are passed to the contingent beneficiary. The benefit payout can be divided between multiple persons or entities so long as the total sum of shares is equal to 100% for each primary and contingent beneficiary sets.

Some states dictate if the insured is married, the spouse is the primary beneficiary. If a married individual designates a non-spouse as the primary beneficiary, the requirements of the state will be reviewed prior to claim payment.

Primary Beneficiaries

+ add a beneficiary

⚠ You are required to enter a primary beneficiary.

Contingent Beneficiaries

+ add a beneficiary

Continue

Primary Beneficiary

Beneficiary Type: Person
Relationship: Son
Gender: M
Allocation %: 100.00 %
First / Middle Name: John
Last Name / Suffix: Doe
Date of Birth: January 17, 2014
SSN:
Address 1:
Address 2:
City:
State / Country: --Select--
ZIP/Postal Code:
Phone:
Save

If you elect over the Guaranteed Issue amount for Voluntary Life or Critical Illness, you will be required to submit an **Enrollment Change Form** and each applicant needs to complete a **Statement of Health Form**. On the screen, you have the option to download the PDF forms, complete them, print them, and bring/send them into the Insurance Department.

Evidence of Insurability Form

If you have not already done so, please complete the Evidence of Insurability form and return as requested.

Attention: Health History Needed

You have elected over the Guaranteed Issue amount for this plan.
Employee requested \$330,000 but is only pre-approved for \$200,000
Your designated beneficiary cannot receive the pending amount until this form has been submitted to, and approved by, the carrier.

[Click here for MetLife - Statement of Health Form](#)

[Click here for MetLife - Enrollment Change Form](#)

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 the Insurance Department.

Signature required
You've elected all your benefits, but we still require a signature before advancing.

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.

[Sign to complete enrollment](#) [Click to Sign](#)

Progress: 17 of 18 View steps

Enrolled Plans

Medical Collapse

Advantage - Star (Qualified High Deductible) Base Plan 2020
Coverage: Employee + Family Effective: 11/01/2020
Cost Per Pay: \$123.81

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

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 the Insurance Department.

Acknowledged and Submitted
Enrollment completed on Tuesday, October 20, 2020 2:13 PM

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

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.

Enrollment Summary: Happy Employee

Enrolled Plans		Total Cost Per Pay Period: \$334.39			
Plan Type	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Advantage - Star (Qualified High Deductible) Base Plan 2020	Employee + Family	11/01/2020	\$123.81	
Health Savings Account (HSA)	Healthcare Savings Account 2020	Employee	11/01/2020	\$158.33	
Dental	Advantage Copy Dental Plan 2020	Employee + Family	11/01/2020	\$28.40	
Vision	VSP Plan 10-130 Vision Plan 2020	Employee + Family	11/01/2020	\$11.25	
Life	Basic Life and ACAD 2020	Employee	11/01/2020	\$0	\$32,000
Life	Basic Life and ACAD 2020	Spouse	11/01/2020	\$0	\$3,000
Life	Basic Life and ACAD 2020	Children	11/01/2020	\$0	\$3,000
Group Long-Term Disability	Long Term Disability 2020	Employee	11/01/2020	\$0	\$1,154.88
Voluntary Life	Voluntary Life 2020	Employee	11/01/2020	\$9.60	\$105,000
Voluntary Life	Voluntary Life 2020	Spouse	11/01/2020	\$4	\$30,000
Voluntary Life	Voluntary Life 2020	Children	11/01/2020	\$1	\$10,000

HSA Plan

Plan Type	Estimated Per Pay	Yearly Contribution	Started	Ended
HSA Employee Contribution	\$158.33	\$633.32	11/01/2020	
HSA Employer Contribution	\$66.66	\$266.67	11/01/2020	

Declined Coverages

Plan Type	Plan Name	Reason
Voluntary ACAD		Not interested
Flexible Spending Account	Flexible Spending Account 2020	Not interested for this plan
Limited Purpose FSA	Limited Purpose FSA 2020	Not interested
Dependent Care Spending Account	Dependent Care FSA 2020	Not interested
Blue Group Accident		Not interested
Blue Group Critical Illness		Not interested for this plan
Blue Group Hospital Indemnity		Not interested

Name: Happy Employee
Signature _____ Date: / /

Thank you for completing Open Enrollment!