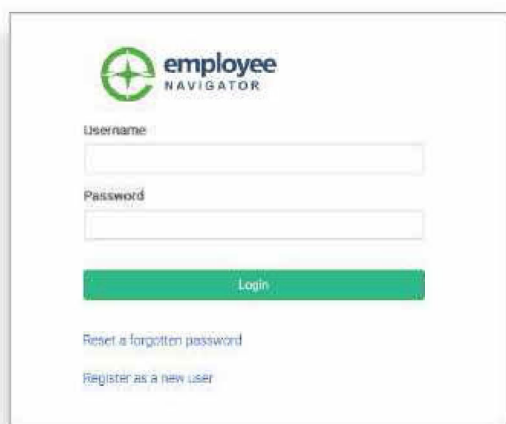




employee NAVIGATOR

Username

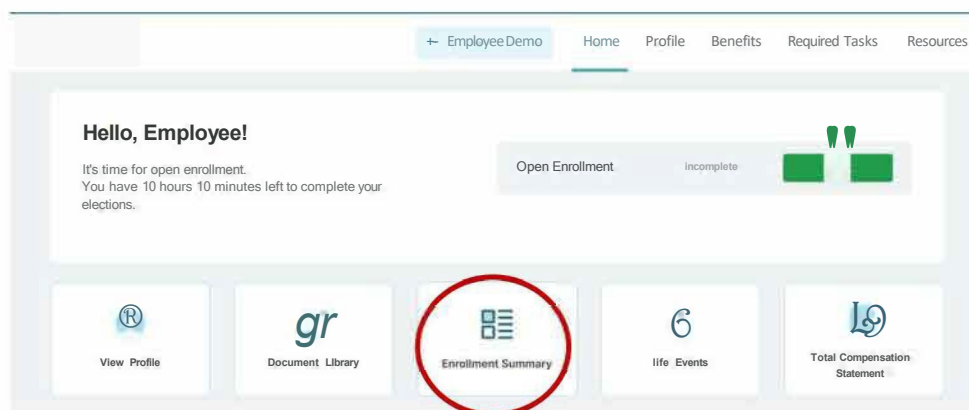
Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

1. Access Employee Navigator by visiting <https://employeenavigator.com>.
2. Click Login located in the top right-hand corner of the Home Page.
3. Click on Register as a new user located at the bottom of the login screen. Enter the following information to create your username and password:
 - First Name
 - Last Name
 - Company Identifier: **VITA-MS**
 - Last 4 digits of your social security number
 - Date of Birth



Employee Demo Home Profile Benefits Required Tasks Resources

Hello, Employee!

It's time for open enrollment. You have 10 hours 10 minutes left to complete your elections.

Open Enrollment Incomplete

View Profile Document Library **Enrollment Summary** Life Events Total Compensation Statement

4. Once registered, you can view your current benefits by clicking on the **Enrollment Summary** icon located in the middle of the Home Page.

5. Start Enrollments

After clicking Start Enrollment, you'll need to complete some personal & dependent information before moving to your benefit elections.



Employee Demo Home Profile Benefits Required Tasks Resources

Hello, Employee!

It's time for open enrollment. You have 10 hours 10 minutes left to complete your elections.

Open Enrollment Incomplete **Start**

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Who am I enrolling?

- ☒ Myself
- ☐ Elizabeth Reynolds (Spouse)
- ☐ Gwen Reynolds (Child)

6. Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.

The screenshot shows a plan selection interface. At the top, it displays a plan cost of \$138.46 per pay period, effective on 08/01/18. Below this, there are buttons for 'Compare', 'Details', and 'Selected'. A section titled 'How much will it cost?' shows a table with columns for Plan Cost, Employer Contribution, and My Cost. The Plan Cost is \$138.46, the Employer Contribution is \$138.46, and the My Cost is \$0.00. There is a button 'View employer contributions summary'. At the bottom, there are buttons for 'Save & Continue' and 'Don't want this benefit?'.

Click **Save & Continue** at the bottom of each screen to save your elections.

If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.

7. Forms

If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

8. Review & Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct then select **click to sign** to complete your enrollment.

The screenshot shows the 'Enrollment Summary' page. It includes a progress bar indicating 'Progress 6 of 8'. Below the progress bar, there is a warning icon and the text 'Signature required. You've elected all your benefits, but we still require a signature before advancing.' To the right, there is a list of steps: 1. Personal Information, 2. Dependent Information, 3. Medical, 4. Dental, 5. Vision, 6. HSA, 7. FSA, and 8. Enrollment Summary. The 'Enrolled Plans' section shows 'Medical' and 'Dental' with a 'Collapse' button. A 'View Steps' button is also present.

TIP

If you miss a step you'll see Enrollment Not Complete in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

Sign to complete enrollment

Click to Sign

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.



Acknowledged and Submitted

Enrollment completed on Tuesday, May 5, 2026 3:22PM

You can either print a summary of your elections for your records or login at any point during the year to view your summary online.