

Employee Navigator

Online Benefits Enrollment

Information Needed When Adding Dependents

- Name
- Social Security Number(s)
- Dates of Birth
- Home Address (if separate from yours)

Step 1: Getting Started

- In your web browser type <https://www.employeenavigator.com/benefits/Account/Login> in the address bar.
- Username - use your City email
- Reset Password - Employees can reset passwords on login screen.
- Click “**New User Registration**” (first time user)
- Create Your Account:
 - a) First Name
 - b) Last Name
 - c) Company Identifier “**COIF**”
 - d) Last 4 Digits of SSN
 - e) Birth Date
- On the home screen (once logged in) look for “**Start Enrollment**”.

Step 2: Verify Your Personal and Dependent Information

- Personal Information - Validate all information is accurate.
- Dependent Information:
 - a) To update information click “**Edit**”, upon completion click “**Save**”.
 - b) Select “**Add Dependent**” if you currently do not see them listed.
- Once all of your dependents have been added/updated, click “**Save & Continue**”.
- **Please Note:** If your company offers supplemental life insurance you need to add your spouse and children as dependents in this screen.

Step 3: Making Your Open Enrollment Elections

- Complete all benefits through each step of the enrollment process (enroll or waive).
- Click “**Save & Continue**” at the end of each benefit screen.

Step 4: Confirm Your Elections

- Upon completion, please verify everything in the “**Enrollment Summary Screen**”.
- Click “**Click To Sign**” to complete your open enrollment elections.