

Our Company will now be conducting benefits enrollment through an on-line enrollment system called Employee Navigator.

Each employee will receive an email that includes a registration link. This link will direct you to the Employee Navigator registration page, which prompts you to verify the last 4 digits of your Social Security Number and then setup a username and password. We recommend that you use your email address as the username.

If you don’t receive the email, or you don’t have an email address, you may go on-line to [*https://www.employeenavigator.com/benefits/Account/Register*](https://www.employeenavigator.com/benefits/Account/Register) click on the *register as a new user* link from the EN login screen. This link will direct you to the registration page, which will prompt you to input the following information:

* First name
* Last name
* Company ID (CDSFBHS)
* Last 4 of SSN
* Date of birth

***Note: By default, the system automatically populates employee emails as the username when an email is on file for the employee. Employees can keep this username, or remove and create their own.***

Once you have logged into the system, you will be looking at your home page; please click on the Profile tab and update any information that is incorrect under the employee profile tab. You will then need to review the employee benefits brochure which is listed under the employee home page, under compliance documents.

Once you have reviewed the employee benefits brochure, please click on the benefits tab and then the annual open enrollment tab to begin your annual enrollment in your benefit plans. Please note: you must either accept or decline each benefit before your election can be completed.

Once all benefits have been reviewed and accepted or declined, you will be asked to assign beneficiaries for your employer-sponsored life insurance benefit. Lastly, you will be taken to the Summary page where you will be asked to acknowledge your elections by pressing the Agree button. You will then have the opportunity to print your election form. Please remember your user name and password as you can review your benefits at any time through the year by visiting this system.

Please do not hesitate to contact your benefits administrator if you have any questions or concerns, or if you would prefer to enroll through a method other than the on-line enrollment system.