

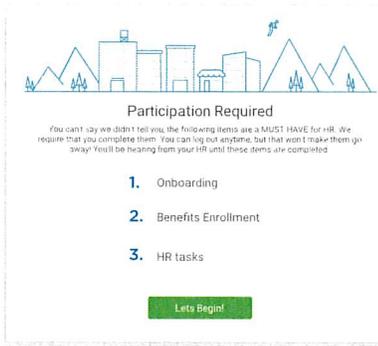
# ENROLL IN YOUR BENEFITS: One step at a time



## Step 1: Log In

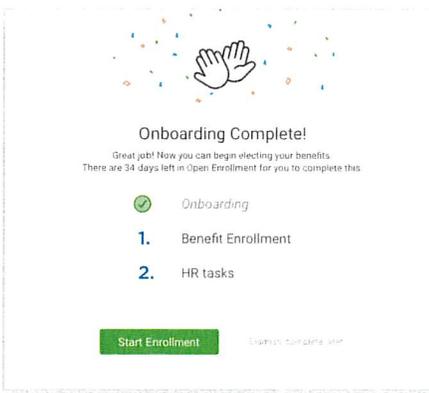
Go to [www.employeenavigator.com](http://www.employeenavigator.com) and click **Login**

- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.
  - First and Last Name
  - Company Identifier: FCCSC
  - PIN [Last 4 SSN]
  - Birth Date



## Step 2: Welcome!

After you login click **Let's Begin** to complete your required tasks.



## Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

### TIP

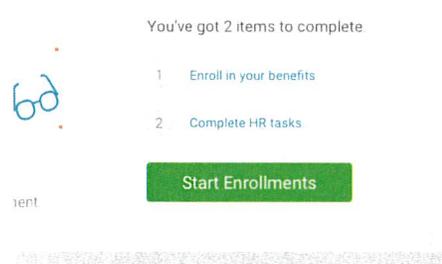
if you hit **"Dismiss, complete later"** you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking **"Start Enrollments"**

## Step 4: Start Enrollments

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

### TIP

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



## Step 5: 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.

### Who am I enrolling?

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

Cost per pay period: \$138.46  
Effective on 06/01/19  
Employee

Buttons: Compare, Details, Selected

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	\$0.00

Buttons: View employer contributions summary, Save & Continue, 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.

## Step 6: 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.

Enrollment Summary

Progress 6 of 8

Enrollment Not Complete

- 1 Personal Information
- 2 Dependent Information
- 3 Medical
- 4 Dental
- 5 Vision
- 6 HSA
- 7 FSA
- 8 Enrollment Summary

Enrolled Plans: Medical, Key Care HSA PPO2017 4042435 Long Plan Name

## Step 7: Review & Confirm Elections

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

### 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.

High Five! Enrollment Complete!

You've only got one more item to complete

- Enroll in your benefits
- 1. HR Tasks

Buttons: Start Tasks

## Step 8: HR Tasks (if applicable)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!



You can login to review your benefits 24/7

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- ▲ Accountable for end-to-end service experience for assigned GIS Clients and Brokers
- ▲ Complex Benefits Administration System Issues
- ▲ Benefits Administration System Build and Testing
- ▲ New group implementation/submission (TPA & Hybrid)
- ▲ Dedicated quarterback for renewals and implementations
- ▲ Platform Transitions

**Tammy Lamons**  
Client Advocate Team  
[gischicagosupport@gisbenefits.net](mailto:gischicagosupport@gisbenefits.net)  
(815) 941-4474 ext. 3

- ▲ Single point of escalation for brokers and clients
- ▲ Day-to-day Service:
  - Accessing a Benefit Administration System
  - Adding new hires
  - Inputting enrollment information
  - Terminating an employee
  - Inputting Qualifying Life Events
- ▲ New group implementation/submission (Direct business)
- ▲ Invoice and billing questions
- ▲ Eligibility, COBRA and Medical Eligibility questions
- ▲ ID card requests
- ▲ Claim form submission questions
- ▲ Portability/conversion questions
- ▲ Commission inquiries
- ▲ RFP Management with Partner Carriers
- ▲ Pricing Negotiation with Partner Carriers
- ▲ Spreadsheet generation for group quotes

**Madison Galyen**  
Sales Specialist  
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815-830-8754

### GIS Admin Team (TPA Cases Only)

GIS Administration  
[Service@gisadmin.net](mailto:Service@gisadmin.net)  
855-516-8530

- ▲ Billing Administration
- ▲ Premium Remittance
- ▲ Broker Commissions
- ▲ Boon-Chapman FSA/HSA Administration
- ▲ EDI Questions

GIS COBRA Administration

- ▲ COBRA Enrollment/Status

[insightcobra@boonchapman.com](mailto:insightcobra@boonchapman.com)  
855-266-2092

Enrollment / Eligibility  
[Enrollment@gisadmin.net](mailto:Enrollment@gisadmin.net)

- ▲ COBRA Premium Payments/Remittance
- ▲ Manual Enrollment Entry/Changes
- ▲ Evidence of Insurability submissions

