

# How to enroll in benefits

## Employee Navigator

Open enrollment will be conducted using Employee Navigator, an online self-service enrollment tool. Employee Navigator allows you to review your current benefit elections and will walk you step by step through enrolling and making elections for the 2022-2023 plan year. Prior to open enrollment, a registration email will be sent to all benefit eligible employees that will include instructions on how to access Employee Navigator's enrollment tool and create an account.

**NOTE:** You must actively accept or decline coverage for all benefits during open enrollment. If waiving all coverages, you will still need to log in and decline all coverage.

## Using Employee Navigator

[Click the image for a brief tutorial of Employee Navigator!](#)

1. First-time users: click on your registration link in the email sent to you to create your online account. If you did not receive an email, go to [www.employeeenavigator.com](http://www.employeeenavigator.com) and click Login. Select Register as a new user. The company identifier is **miamicounty**. Returning users: go to [www.employeeenavigator.com](http://www.employeeenavigator.com) and click Login.
2. After you log in, click Start Enrollment to begin your enrollment.
3. Review or complete your personal information and dependent information (if applicable) before moving to your benefit elections. If you plan to enroll a dependent, you will need to provide their date of birth and Social Security number.
4. When making benefit elections, click the checkbox next to your dependents for each plan to enroll them in the benefit. Then review the available plans and cost per pay period. To elect a benefit, click Select Plan underneath the plan cost. If the elected benefit requires a beneficiary designation or evidence of insurability (EOI), you will be prompted to add in those details.
5. Once you are finished enrolling, 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 log in at any point to view your summary online.



### NEED HELP?

For assistance with Employee Navigator, including your account credentials or the enrollment tool, please contact Cassie Long at [cassie.long@pws.com](mailto:cassie.long@pws.com) or at 913-575-9786. For questions relating to Miami County's benefits, please contact Human Resources.