

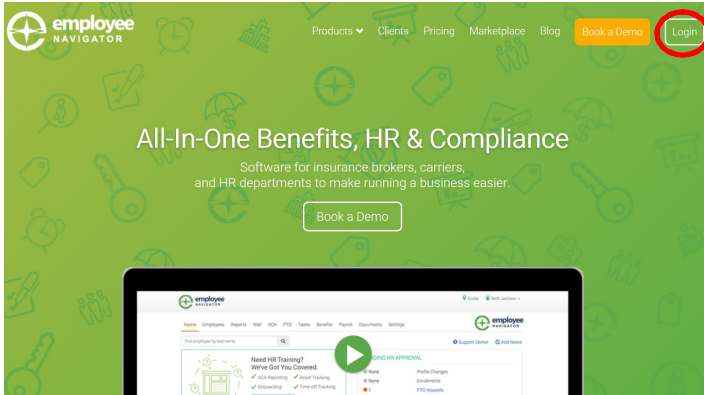


# Benefits Enrollment System

## Quick Start Instructions

Enroll online in your City of Durham employee benefits in **Employee Navigator** at [www.employeenavigator.com](http://www.employeenavigator.com)

### Login & Create Your Account



[www.employeenavigator.com](http://www.employeenavigator.com)

Click on the “Login” button to get started.

employee NAVIGATOR

Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

If this is your first time, click on the “**Register as a New User**” link.

If you have **already registered** and have your user name and password, enter them to log in.

If you **forgot your password**, you can request to reset it. A reset password email will be sent to your email address on file.

Create Your Account

First, let's find your company record

First Name

Last Name

Company Identifier

PIN

(Last 4 Digits of SSN / ID)

Birth Date

(mm/dd/yyyy)

Next >

Your first and last **name must match your City of Durham employee file.**

The Company Identifier is **CityofDurham**  
**Leave out the spaces** between the words.

PIN is the **last 4 digits of your Social Security Number.**

Enter your Birth Date in **mm/dd/yyyy** format.

Click the **Next** button.



# Benefits Enrollment System

## Quick Start Instructions

**Create Your Account**

Then register a username and password

**Username**  
*(company email is recommended)*

**Password**  
*(minimum length of 6, number and symbol required)*

[show it](#)

I agree with the terms of use

[Next »](#)

Your **user name** is your City of Durham **employee email address**.

**Password Specifications:**

- 6 to 20 characters in **length** (No spaces allowed)
- Include at least one **number**
- Include at least one **symbol**

**Save your password.** You may need it again to view your benefits or make changes. You can click “show it” to see the password you typed.

**Check the box** to agree with **terms of use**.

## Start Enrolling in Benefits

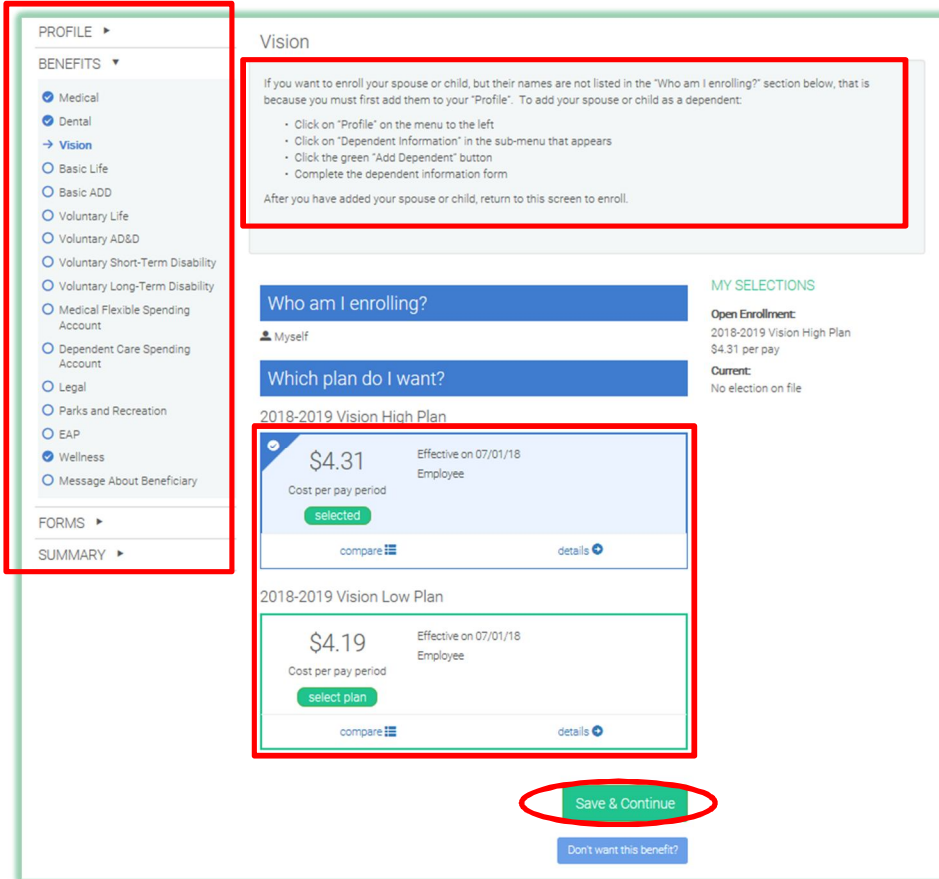
City of Durham Open Enrollment portal. The 'Start Benefits' button is circled in red. The page shows a welcome message, navigation tabs, and a grid of options including Profile, Benefits, Required Tasks, and Resources.

Click on the “**Start Benefits**” button to begin your Open Enrollment **benefit elections**.

Additionally, you will enter your **Primary Care Physician ID number** and update your **life insurance beneficiary information**.

**Warning:** Do not use your internet browser “back” and “forward” buttons.

### Navigating



**PROFILE** ▾

**BENEFITS** ▾

- Medical
- Dental
- Vision**
- Basic Life
- Basic ADD
- Voluntary Life
- Voluntary AD&D
- Voluntary Short-Term Disability
- Voluntary Long-Term Disability
- Medical Flexible Spending Account
- Dependent Care Spending Account
- Legal
- Parks and Recreation
- EAP
- Wellness
- Message About Beneficiary

**FORMS** ▾

**SUMMARY** ▾

**Vision**

If you want to enroll your spouse or child, but their names are not listed in the "Who am I enrolling?" section below, that is because you must first add them to your "Profile". To add your spouse or child as a dependent:

- Click on "Profile" on the menu to the left
- Click on "Dependent Information" in the sub-menu that appears
- Click the green "Add Dependent" button
- Complete the dependent information form

After you have added your spouse or child, return to this screen to enroll.

**Who am I enrolling?**

Myself

**Which plan do I want?**

**2018-2019 Vision High Plan**

\$4.31 Effective on 07/01/18  
Cost per pay period Employee

**selected**

compare details

**2018-2019 Vision Low Plan**

\$4.19 Effective on 07/01/18  
Cost per pay period Employee

**select plan**

compare details

**Save & Continue**

Don't want this benefit?

**MY SELECTIONS**

**Open Enrollment:**  
2018-2019 Vision High Plan  
\$4.31 per pay

**Current:**  
No election on file

Read the **announcements** in the grey box in the top center of each page.

The **vertical menu** on the left side of the screen takes you step by step through the required enrollment items:

- **Profile** is your demographic information and dependent information
- **Benefits** include all of the available benefit plans for enrollment
- **Forms** includes the Primary Care Physician form and Life Insurance Beneficiary Form
- **Summary** is your confirmation page.

**Warning:** You have not finished enrollment until you click the "Agree" button on the Summary page.

You must click on a green "**Select Plan**" button to enroll in the plan you want, even if there is only one plan option listed.

Click the "**Save & Continue**" button to save your benefit selection and advance to the next item. Alternatively, you can waive enrollment in a benefit by clicking the "Don't want this benefit?" button.

### Completing Enrollment

**Warning:** You have not finished enrollment until you click the "**Agree**" button on the enrollment Summary page.

You can print a copy of your enrollment summary for your records.

### Questions?

Contact **HR Connect** at 919-560-4214 Option 1 or at HRConnect@DurhamNC.gov