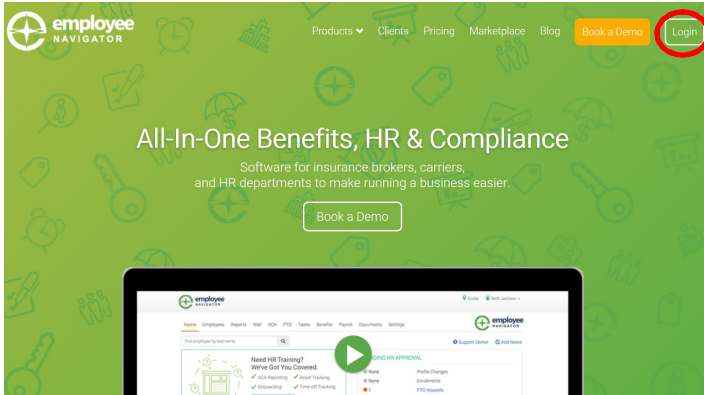# Benefits Enrollment System
Quick Start Instructions

Enroll online in your City of Durham employee benefits in **Employee Navigator** at **www.employeenavigator.com**

Login & Create Your Account

www.employeenavigator.com

Click on the "Login" button to get started.

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.

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)

> Joseph.Smith@durhamnc.gov

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.

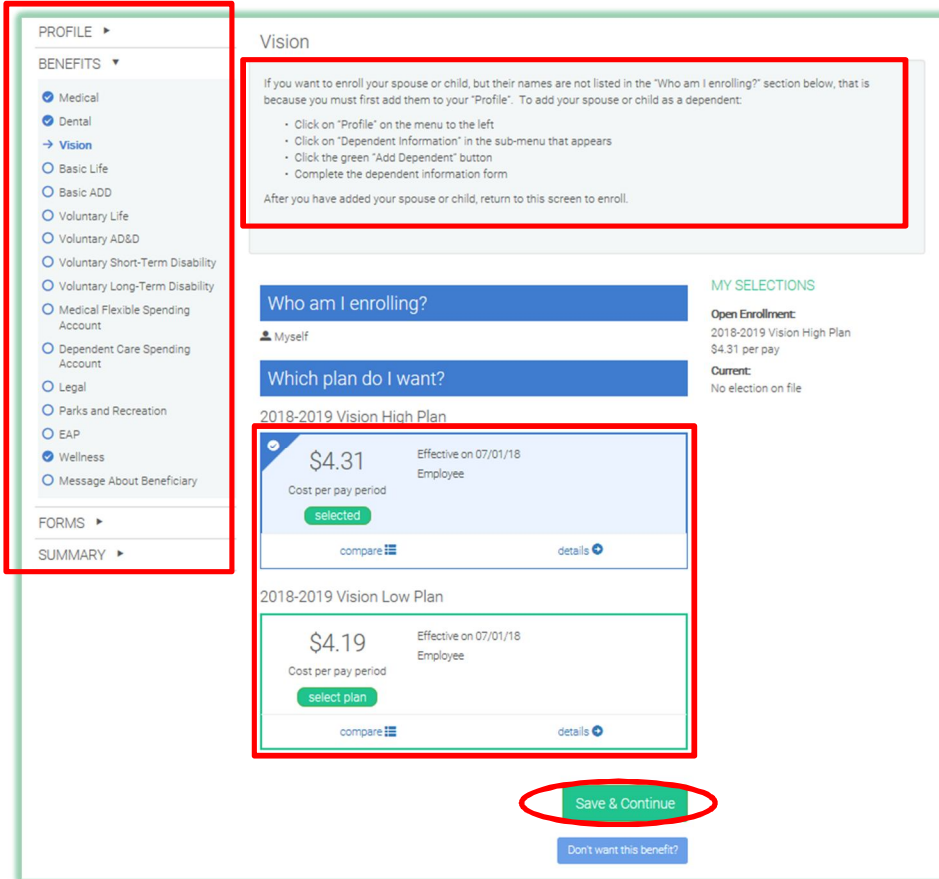Check the box to agree with **terms of use**.

Start Enrolling in Benefits

Contact HR Open Enrollment ▾

CITY OF DURHAM

PROFILE   BENEFITS   REQUIRED TASKS   RESOURCES

Welcome, Open.
24 days left to complete your open enrollment.

🔍 Start Benefits ❯

Profile	Benefits	Required Tasks	Resources
Update personal information	View and manage your benefits	Complete required company tasks	Find other information

News & Articles

Title	Posted

Compliance Documents

Title	Posted
📄 2018-19 Aetna Whole Health Benefit Summary	04/10/2018
📄 2018-19 Aetna Whole Health Plus Benefit Summary	04/10/2018

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.

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Navigating

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