

Create Your Account

First, let's find your company record

First Name

Last Name

Company Identifier  
*(provided by HR)*

PIN  
*(Last 4 Digits of SSN / ID)*

Birth Date  
*(mm/dd/yyyy)*

Next >

### STEP 1: Register as a new user.

Click on your Registration Link in the email sent to you or  
<https://www.employeenavigator.com/benefits/Account/Register>

heardco is the Company Identifier

Last 4 of Social Security Number is your PIN

**NEXT**

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

Next >

### Step 2: Create Account

#### Create a Username

Must be unique and easy to remember- work email address is suggested

#### Create a Password

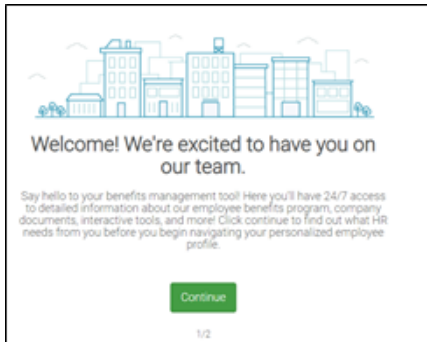
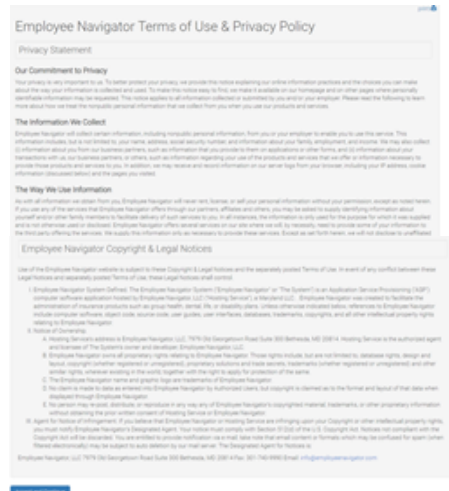
Must be a string between 6 and 20 characters, and include both a number and a symbol

### Step 3: Read and Accept Terms of Use

Review Terms of Use

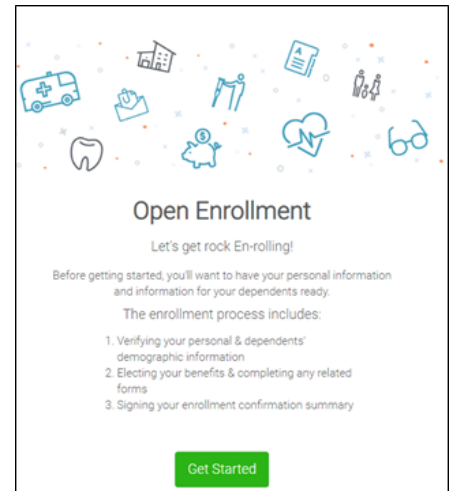
Accept Terms of Use by click blue "Accept and Continue" button at the bottom of the page.

You will also receive a confirmation email letting you know that your registration is complete.



### Step 4: Start Open Enrollments

After clicking **Start Open Enrollment**, you'll need to save and continue personal & dependent information before moving to your benefit elections.



**NOTE:**

To add new dependents to Medical/Dental, you must submit verification documentation to a Houze Benefits Counselor, to the call center, or use the Secure Upload Link

## 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)

**\$138.46**  
Cost per pay period

Effective on 08/01/18  
Employee

---

**How much will it cost?**

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

[View employer contributions summary](#)

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 completion of an Evidence of Insurability forms, you will receive a link after the enrollment to complete.

Your enrollment progress will be illustrated by the green bar on the right side of the screen. You can "View Steps" under the bar to return or advance to any specific benefit. Items marked in green are complete. Items marked in yellow still need to be elected/declined before your enrollment can be complete

**Enrollment Summary**

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions or would like to make changes, please contact HR.

**Enrollment Not Complete!**  
Please complete the required highlighted steps from your enrollment progress menu.

**Enrolled Plans**

Medical Collapse v

Key Care HSA PP92017.404E2435 Long Plan Name → Enrollment Summary

Progress 6 of 8

View Steps ^

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

## 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.

**Warning! You have not finished enrollment until you "Click to Sign" button on the enrollment Summary Page**

### 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

Dismiss, complete later



**Three ways to enroll:**  
**Call Center (800-523-7135)**  
**Houze Benefits Counselor**  
**Self Service**

