

## Navigate My Benefits

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



Navigate will be used for all employees to make benefit elections offered at Open Enrollment and for newly hired employees. It will also be used to make changes due to qualifying events and to change personal information such as address and name changes due to marriage or divorce.

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### If you are a **NEW HIRE**:

**Step 1.** Go to [www.employeenavigator.com](http://www.employeenavigator.com) and click on 'New User Registration'

**Step 2.** Fill in the required fields. The company identifier is **GerberCon**. Then click 'Next'

**Step 3.** Create a User Name and Password. Then check the 'I Agree with the Employee Navigator terms of use' before you 'Finish'

**Step 4.** Once logged in, the system will direct you through your required tasks and enrollments

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### If you are **IN OPEN ENROLLMENT**:

**Step 1.** Login at [www.employeenavigator.com](http://www.employeenavigator.com) and begin the enrollment process

**Step 2.** Confirm all Personal Information is correct and click 'Save' to begin benefits elections

**Step 3.** Select all dependents you want to cover on each benefit and choose the plan you want to enroll in. Complete this step for all benefits offered to you by your employer.

**Step 4.** Complete your Open Enrollment by reviewing all benefits (enrolled or declined) and click 'Click to Sign' to finish.

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### If you are **MAKING A CHANGE DUE TO A QUALIFYING EVENT**:

**Step 1.** Login at [www.employeenavigator.com](http://www.employeenavigator.com)

**Step 2.** Click on 'Adjust Coverage'

**Step 3.** Select the reason for your coverage change (i.e. Marriage, Newborn, etc.)

**Step 4.** Enter the date of change and any other required information to make the change

**Step 5.** Complete enrollment and 'Agree'

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### If you are **UPDATING PERSONAL INFORMATION**:

**Step 1.** Login at [www.employeenavigator.com](http://www.employeenavigator.com)

**Step 2.** Click on 'Profile' or 'View Profile' then 'Edit' next to the field you want to update

**Step 3.** Select 'Edit' and make necessary change and 'Save'