

HOW TO ENROLL

ENROLL IN YOUR BENEFITS: ONE STEP AT A TIME

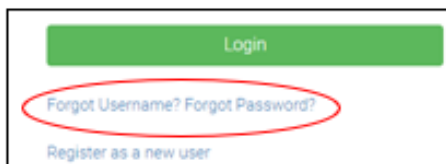
STEP 1.

LOG IN

Go to: <https://RLT.employeenavigator.com>

Current Employee: Login with your Username and password

If needed:



New Users (Register as a new user):

Create an account and your own username and password. You will be asked to provide:

- First and last name
- PIN (last four digits of SSN)
- DOB (mm/dd/yyyy)

COMPANY IDENTIFIER: RyanLawn

STEP 2.

BEGIN ENROLLMENT PROCESS

After you login, click Let's Begin to complete your required tasks. Once you've completed any assigned onboarding tasks click Start Enrollment to begin your enrollment.

STEP 3.

UPDATE PERSONAL INFO

After clicking Start Enrollment, you'll need to provide some personal and dependent information before moving to your benefit elections. To enroll a dependent in coverage you will need their DOB and SSN.

STEP 4.

ELECT YOUR BENEFITS

You can now choose to either select or waive each of your benefits. To enroll dependents in a benefit, click the checkbox next to the dependent's name under Who am I enrolling? You must click Save & Continue at the bottom of each screen to save your elections.

STEP 5.

ADDITIONAL FORMS

If you have elected benefits that require a beneficiary, spouse waiver form, or completion of an Evidence of Insurability form, you will be prompted to complete that information.

STEP 6.

REVIEW AND CONFIRM ELECTIONS

Review the summary of your selected benefits. Click Sign & Agree if everything

looks correct to complete your enrollment. You may login and view your online summary at any point during the year.



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