



COMPANY ID: TPSH

## **NEW** USERS

- 1. You will receive a **Registration Email**
- 2. Use the link in the email to create your Employee Navigator profile
- 3. Confirm and update personal information
- 4. Elect OR waive each line of coverage
- 5. Review Enrollment Summary
- 6. Click the Agree button

## **RETURNING** USERS

- 1. You will receive a Welcome Email
- 2. Login to <u>www.employeenavigator.com</u>
- 3. Confirm and update personal information
- 4. Elect OR waive each line of coverage
- 5. Review Enrollment Summary
- 6. Click the Agree button

You can access Employee Navigator on a Computer, Tablet or Mobile device.