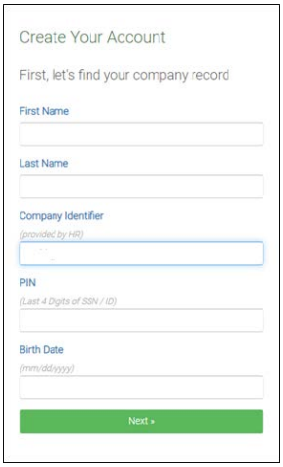
ENROLL IN YOUR BENEFITS: One step at a time

Calhoun City Schools
Established in 1902
a tradition of excellence



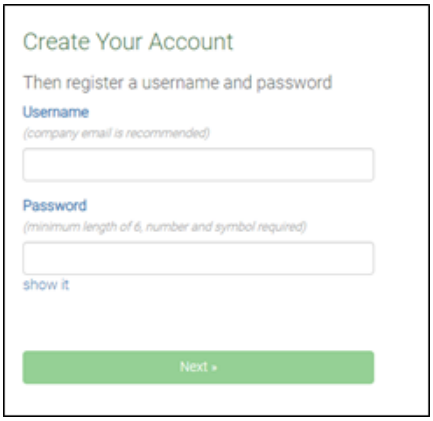
STEP 1: Register as a new user.

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

CalhounCitySchools is the Company Identifier

Last 4 of Social Security Number is your PIN

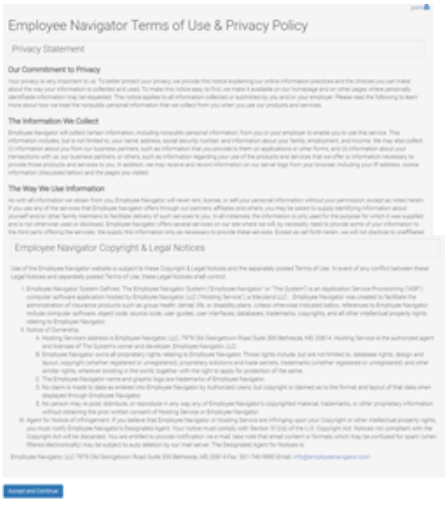
NEXT



Step 2: Create Account

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

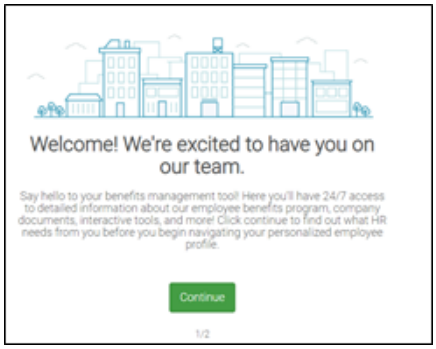
Create a Password
Must be a string between 6 and 20 characters, and include both a number and a symbol



Step 3: Read and Accept Terms of Use

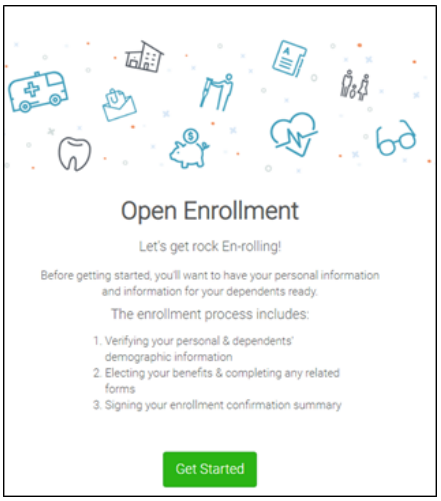
Review Terms of Use
Accept Terms of Use by click blue "Accept and Continue" button at the bottom of the page.

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:

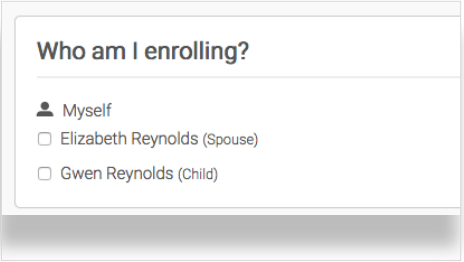
To add new dependents to Medical/Dental, you must submit verification documentation to a Houze Benefits Counselor, to the call center, or use the Secure Upload Link

Enrollment Instructions

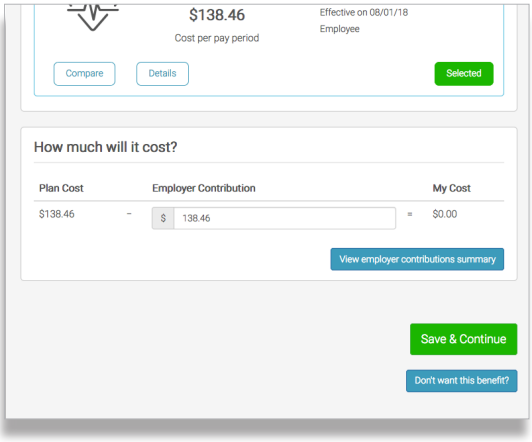
Enrollment Instructions

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.



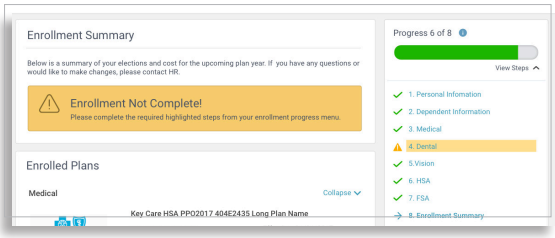
Click **Save & Continue** at the bottom of each screen to save your elections.

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.

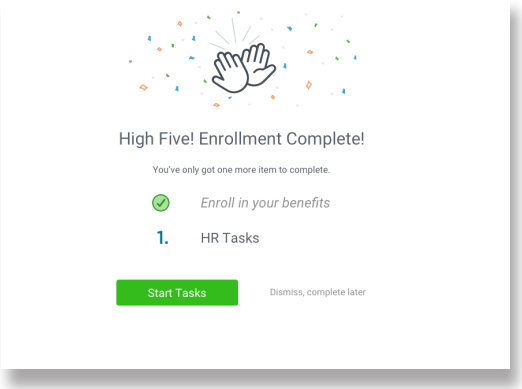
Your enrollment progress will be illustrated by the green bar on the right side of the screen. You can "View Steps" under the bar to return or advance to any specific benefit. Items marked in green are complete. Items marked in yellow still need to be elected/declined before your enrollment can be complete



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.

Three ways to enroll:

Call Center (800-523-7135)
Houze Benefits Counselor
Self Service