

# Enrollment Information

All benefit eligible employees (*even those waiving/declining coverage*) must speak with a **GEM Enrollments benefits counselor** **OR go online** and COMPLETE their benefits enrollment on the Employee Navigator benefits system. Prior year elections may not carry over. The GEM Enrollments' professional & licensed enrollments team can be reached at (845) 2-ENROLL - dial 0 to speak with a Benefits Counselor. They will guide, educate and assist you with your elections, and submit all info to the carriers and payroll so that you have an efficient and professional enrollment.

For the online option, go to the Employee Navigator website <https://www.employee navigator.com/benefits/Account/Login> to register, elect and/or waive coverage.

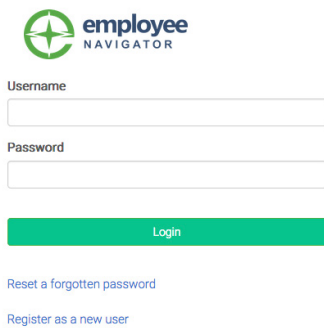
To register

- Click [Register as a new user](#)
- Write in your First & Last name
- The last 4 of your SSN
- Your Birth Date
- Your Company Identifier is: **EliteHC**

**BENEFIT ELIGIBLE EMPLOYEES SHOULD ENROLL 30 DAYS PRIOR TO YOUR ELIGIBILITY/EFFECTIVE DATE**

## Log In

Go to [www.employee navigator.com](http://www.employee navigator.com) and click **Login**



employee NAVIGATOR

Username

Password

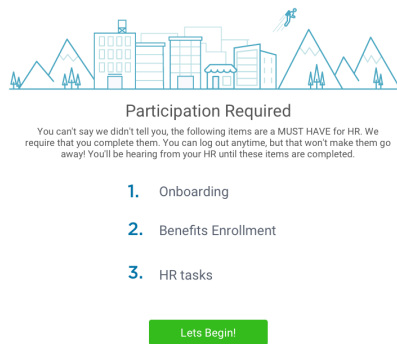
**Login**

[Reset a forgotten password](#)

[Register as a new user](#)

## Welcome!

After you login click **Let's Begin** to complete your required tasks.



**Participation Required**

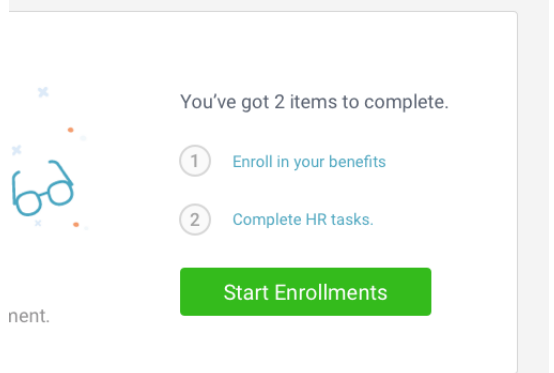
You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.

1. Onboarding
2. Benefits Enrollment
3. HR tasks

**Let's Begin!**

## Start Enrollments

After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving benefit elections.



You've got 2 items to complete.

- 1 Enroll in your benefits
- 2 Complete HR tasks.

**Start Enrollments**

**PLEASE NOTE: ENROLLMENTS ARE NOT SUBMITTED UNTIL YOU'VE REACHED "ENROLLMENT COMPLETE" PAGE**

**If you have questions or need assistance enrolling, please contact GEM ENROLLMENTS at (845) 2-ENROLL or via email [info@GEMenroll.com](mailto:info@GEMenroll.com).**

*The information in this Benefits Summary is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Summary was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report your benefits, discrepancies or errors are always possible. In case of discrepancy between the Benefits Summary and the actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about this summary, contact HR.*