

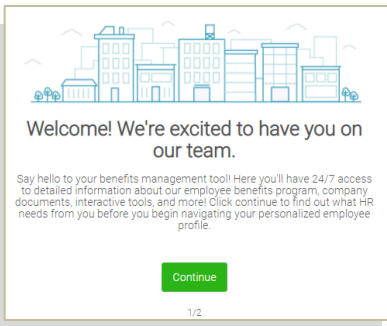
The login screen features the Employee Navigator logo at the top left. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom left, there are two links: 'Reset a forgotten password' and 'Register as a new user'.

## Step 1: Log In

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

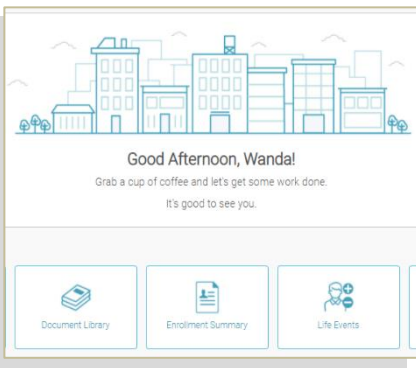
- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.

Company Identifier: **COT8**



## Step 2: Welcome!

After you login, click **Continue**, and then **Let's Begin** to complete any required tasks or move on to your home screen.



## Step 3: Explore your benefits!

You can view your profile, click on the Document Library to review plan-related documents, view your enrollment summary, edit your beneficiaries, or request a Life Event if needed!

### TIP

If you need to change any profile information, like your address, choose **Profile**, and then select **Edit** for the category in which you need to update.



You can login to review your benefits 24/7

In Employee Navigator, you have 24/7 access to:

- Plan Documents & Summaries
- View & Update your beneficiaries
- Request Life Event changes
- Access important links, like carrier sites

Employee Navigator is also mobile friendly! Follow these same instructions to access on your cell phone or a computer.

### TIP

If you need to change your username or password at any point, you can click on your name in the top-right hand corner of the screen.

