

EMPLOYEE NAVIGATOR



Employee Benefits Website & Enrollment Instructions



Welcome to Hiland Dairy Foods Open Enrollment benefits website! As you know, your benefits are an important part of your overall compensation. Hiland Dairy Foods, Inc. is proud to introduce a simple, convenient online benefits enrollment system that will make enrollment faster and easier than ever before! Please visit our employee benefits website to register:

<https://www.employeenavigator.com>

HOW TO REGISTER:

- Go to link provided above. See detailed instructions.
- If you need assistance with your registration, please call your human resources department.

You can access the website from your computer, tablet or phone. Once inside, you will be asked to register as a user on the system by creating a new user account. When creating a new user account, you must create a username (work or personal e-mail is recommended), password, enter your PIN (the last 4 of your SSN). Once that has been completed you will be logged into the website and gain access to the enrollment system.

BEFORE YOU BEGIN:

- Please review the plan information available on this benefits website. Your benefit guide is available. It is important that you understand your benefit options BEFORE starting the enrollment process.
- If you are enrolling your spouse and/or children, please have their dates of birth and social security numbers.

Please make sure your spouse is aware of this valuable resource. By providing you with this comprehensive benefits website, we want to emphasize the significant investment we are making in you, and we encourage you to take advantage of all the programs and opportunities we offer.

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ENROLLMENT HAS NEVER BEEN EASIER!

Once inside the site, you will go through a series of screens – each screen takes only a few moments to complete. All of your benefit elections will be displayed on a cost “per paycheck” basis based on your specific benefit options.

Profile Information: Please begin with the profile section. Click “Profile” and work through the first 3 sections – Profile, Dependents, and Emergency Contacts. Please verify that all the information is accurate. If you see any blank fields or need to make changes, please update the information on this screen by clicking “Edit” and changing the information. Be sure to hit “Save” after completing each section.

Dependent Information: If you have a spouse and/or child(ren) that you wish to cover, please enter their information in this section. Remember that you will need correct names, dates of birth and social security numbers for all covered individuals.

Benefit Selections: Once you have completed the Profile section, select the “Home” icon next to your name at the top of the screen. This should take you back to your welcome screen. Now you are ready to start your benefit elections. Click the “Benefits” icon in the middle of the screen. Select the dropdown link below – “Annual Open Enrollment”. The next few screens will present benefit selections by product (Medical, dental, vision, life insurance, etc.). Each page will show you the benefits you are eligible for along with a cost “per paycheck”. If at any point in time you would like to see more information, simply click the link on the right side of the page under Helpful Resources. After you've made your selection, click “save & continue” to go to the next benefit.

Beneficiary Information: It is important that you complete this information. You may select a dependent from the second screen, or you can designate any other person, organization or estate trust. We recommend updating this information on an annual basis or after any major life event.

Benefits Review: This is the final step. Please review your benefit choices and costs. If you wish to make changes to your selections, click on the “edit” button to update your information. Once you have completed your review, agree to the terms and hit “Continue”. You will then be given an opportunity to print a Benefits Confirmation Statement for your personal records.

WHEN CAN I ENROLL?

For new employees as of July 1, 2022, enrollment will be open until July 20th. For subsequent employees, HR will advise the dates you may enroll. Once Enrollment is closed, you may not make any changes to your benefit elections unless you experience an IRS recognized event.



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You must register before you can enroll. Please follow the steps below:

1. Open your internet browser and navigate to: www.employeenavigator.com and click "Login".
2. Click on "Register as a New User" and then enter your information as shown below.

Your Company Identifier is: **Dairy**

Find your employment information

If you do not know your company identifier or your information cannot be found, then please contact your administrator.

First Name

Last Name

Company Identifier

Last 4 Digits of SSN

Birth Date

3. Set up your user name and password by following the instructions. Please keep in a safe place.

Set up user name and password

Choose a user name and password. If your email address is on file, it is pre-populated as a recommended user name.

User Name

(Company e-mail address is recommended)

New Password

Confirm Password

- Passwords must be at least 6 characters
- It must contain a symbol and a number
- Using uppercase, numbers and symbols greatly improves security

I agree with the Employee Navigator

[terms of use.](#)

4. Now that you're registered, log into the enrollment portal and select "Start" to begin the enrollment process.

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5. Fill in or edit any personal information listed in your employee profile. Then click "Save & Continue."
6. Add a spouse or children if you are covering them on any benefits. Then click "Save & Continue."
7. You are now entering the area where you will make your elections. Your screen may differ from the one below. It is customized to your specific plan.

BENEFITS ▾

- Medical
- Tobacco Attestation
- Wellness Program
- Dental
- Vision
- Life
- Voluntary Life
- Voluntary Short-Term Disability
- Voluntary Long-Term Disability

FORMS ▶

SUMMARY ▶

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Enroll or waive coverage below. If you waive coverage at this time it means that you will not be eligible to enroll until the next Open Enrollment unless you have a change in status and the requested benefit change is due to and consistent with the change in status. Additionally, you may be asked to provide evidence of insurability and/or be subjected to certain waiting periods involving any preexisting conditions.

Who am I enrolling?

Myself

Which plan do I want?

OPTION 1

\$ 0 Effective on 07/01/2015
Cost per pay period Employee
[select plan](#)

[compare](#) [details](#)

OPTION 2

\$ 0 Effective on 07/01/2015
Cost per pay period Employee
[select plan](#)

[compare](#) [details](#)

[backdate the election?](#)

[Save & Continue](#)

[Don't want this benefit?](#)

8. Move through each plan and make your elections. At the end, you are provided with a summary of all elections. Review them for accuracy and when ready, click "Agree" and then "Done" to end the enrollment process. Be sure to print the confirmation sheet for your records.

QUESTIONS?

If at any point during this process you have questions or require technical support, please call your Human Resources Department.