



GUIDE TO SUBMITTING QUALIFYING LIFE EVENTS

SECTION ONE: CREATING AN ACCOUNT IN EMPLOYEE NAVIGATOR

SECTION TWO: REQUESTING CHANGES FOR QUALIFYING LIFE EVENTS


SECTION ONE: Guide to Enrolling in Employee Navigator

If you need to request changes to your benefit plans due to a qualifying Life Event, you will need an account with Employee Navigator. If you do not have an account with Employee Navigator, please follow the instructions below to create an account. If you already have an account, please proceed to section two.

To create an Account:

Please go to the following link: <https://www.employeenavigator.com/benefits/Account/Login>

If you are not a registered user, please click "Register as a new user"



employee
NAVIGATOR

Username

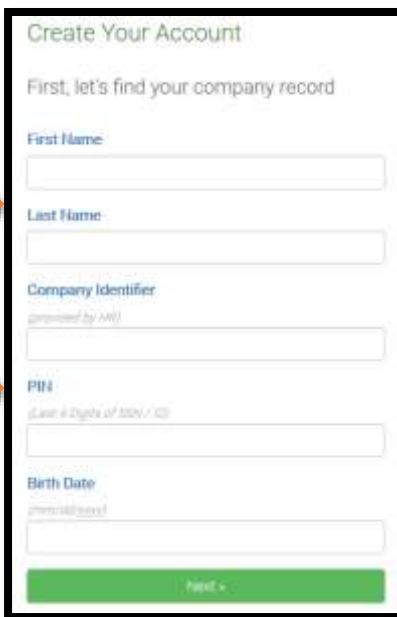
Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

You will be taken to the "Create Your Account Page." Enter your information. Macomb County's Company Identifier is: **Macomb_County**. Your PIN is the last four digits of your social security number.



Create Your Account

First, let's find your company record

First Name

Last Name

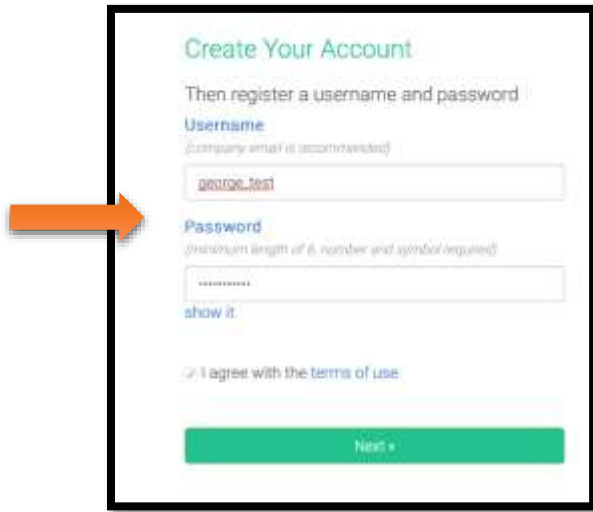
Company Identifier
(provided by HR)

PIN
(Last 4 Digits of SSN / ID)

Birth Date
(mm/dd/yyyy)

Next >

Create a username and password for your account. Click “next” and follow the instructions.



The image shows a screenshot of a web form titled "Create Your Account". The form is enclosed in a black border. At the top, it says "Create Your Account" in green. Below that, it says "Then register a username and password". There are two input fields: "Username" and "Password". The "Username" field contains the text "george_test". The "Password" field is empty and has a "show it" link below it. There is a checkbox labeled "I agree with the terms of Use" and a green "Next >" button at the bottom. An orange arrow points from the left towards the "Password" field.

You now have an account in Employee Navigator. With this account, you can request changes to your benefits, change your address or beneficiaries, and upload documents. You will also use this account to complete your annual open enrollment.

If you need to submit a request for changes to your benefits due to a Qualifying Life Event, please proceed to section two for additional instructions. The Qualifying Events that can be submitted and processed through Employee Navigator are listed below:

- Adoption or assuming guardianship of a qualified dependent
- Birth
- Death
- Divorce
- Loss of coverage from another source
- Marriage

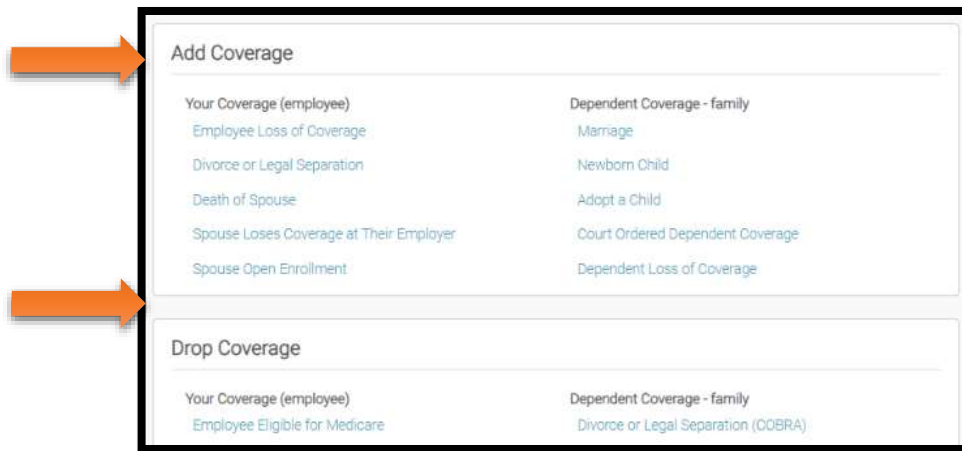
SECTION TWO: REQUESTING CHANGES FOR QUALIFYING LIFE EVENTS

Log into Employee Navigator <https://www.employeenavigator.com/benefits/Account/Login>
(Please note, Employee Navigator is only compatible with a Google browser)

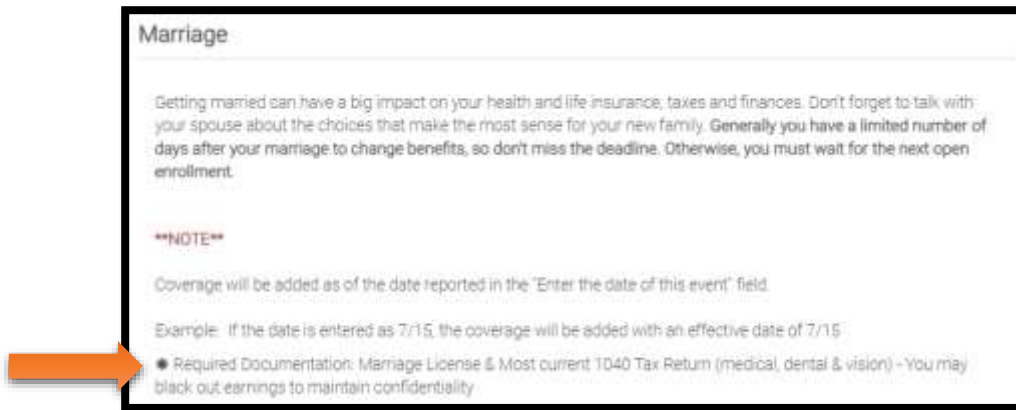
From your home screen, click Life Events



On the Life Events page, choose whether you wish to add or drop coverage.



Once you select the life event that applies to you, a list of the required documentation will appear.



Please note: All Life Events require documentation.

Enter the information required for the Life Event, such as the date and select the dependent(s), if applicable

Marriage

Getting married can have a big impact on your health and life insurance, taxes and finances. Don't forget to talk with your spouse about the choices that make the most sense for your new family. Generally you have a limited number of days after your marriage to change benefits, so don't miss the deadline. Otherwise, you must wait for the next open enrollment.

****NOTE****

Coverage will be added as of the date reported in the "Enter the date of this event" field.

Example: If the date is entered as 7/15, the coverage will be added with an effective date of 7/15.

Enter the date of this event

Select the dependent you wish to add

or [add a new one](#)

Cancel [Save](#)

After entering the required information, affected benefits will populate.

Select the individual you are adding or dropping, then click "Save."

Marriage

Getting married can have a big impact on your health and life insurance, taxes and finances. Don't forget to talk with your spouse about the choices that make the most sense for your new family. Generally you have a limited number of days after your marriage to change benefits, so don't miss the deadline. Otherwise, you must wait for the next open enrollment.

****NOTE****

Coverage will be added as of the date reported in the "Enter the date of this event" field.

Example: If the date is entered as 7/15, the coverage will be added with an effective date of 7/15.

Enter the date of this event

Select the dependent you wish to add

or [add a new one](#)

Benefits

Accident will change from \$7.79 to \$13.21

Cancel [Save](#)

After saving the life event, return to your home screen, and you will see a new task to complete.

Click the green "Start Tasks" button

You have 1 item to complete.

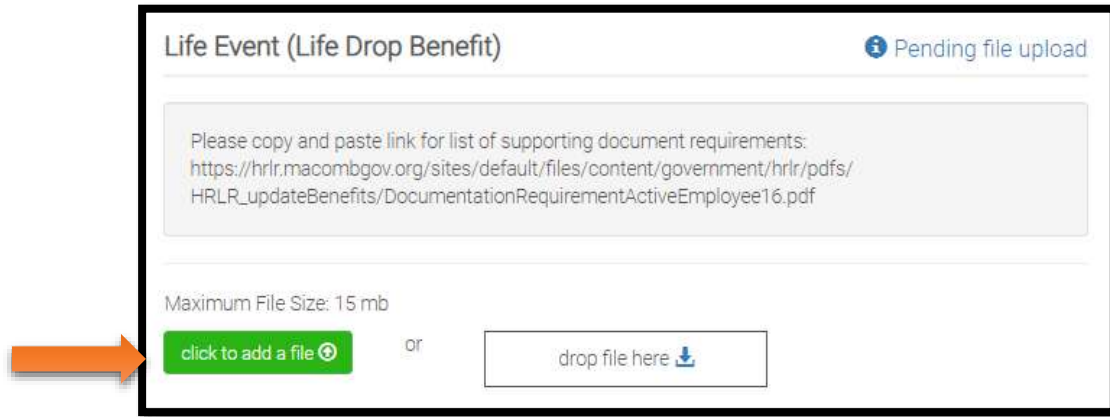
1 Complete HR Tasks

Good Evening, Janel!

Grab a cup of coffee and let's get some work done.

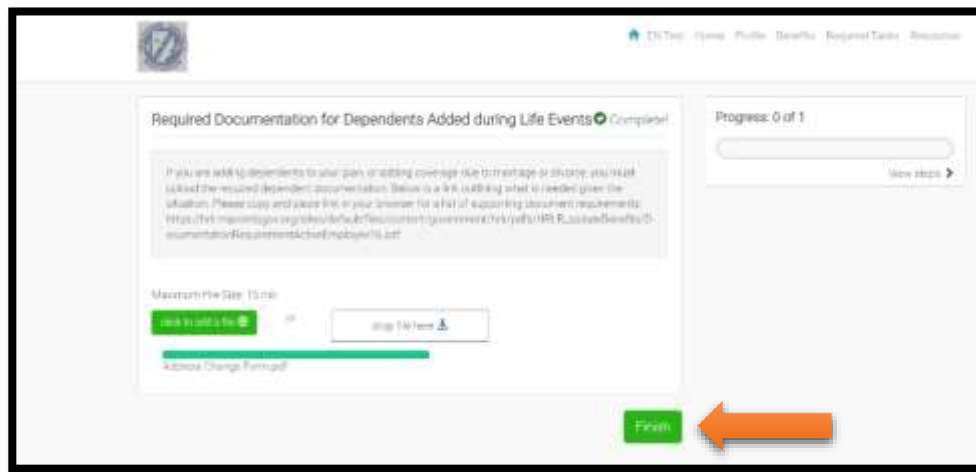
[Start Tasks](#)

The screen for you to upload the supporting documentation will display



Copy the link that is displayed and paste it into a Google search bar for a list of the supporting document requirements. After you have reviewed the list and scanned your documents, Click the green "Click to Add A File" button to complete the upload.

If you have added or dropped more than one benefit, the box with the link may appear more than one time. You only need to upload the required documentation once. Click "Finish."



Once you click finish, you will be re-directed to the task page. If there are no additional tasks listed, you may return to the home page and log off. If there are additional tasks listed, you should complete those, then return to the home page and log off.

You will receive an email advising you when your changes have been completed. If you do not receive this email within 10 business days, please contact your benefits team at 586-469-5650 or via email at benefits@macomb.gov.