



HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

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To: County Staff

From: Andrew S. McKinnon, Director
Human Resources and Labor Relations

Date: October 9, 2020

Re: Open Enrollment – Save the Date!

Back by popular demand, (and because we are required to annually) Annual Benefits Open Enrollment will begin at 8:00 a.m. on Monday, October 26, 2020, and end at 11:59 p.m. on Friday, November 13, 2020. Elections are effective beginning January 1, 2021, for the 2021 plan year, unless you have a qualifying life event.

Open Enrollment is all eligible employee's opportunity to elect the benefits that best meet the needs for them. Employees will log in to [Employee Navigator](#), Macomb County's online benefits administration platform to elect, make changes or waive:

- Health, Dental and Vision Insurance offerings
- Health Care Flexible Spending Accounts (FSAs), which reimburse medical expenses for you and your dependents
- Dependent Care FSAs, which reimburse for dependent care expenses
- Health Savings Account (if enrolling in the qualifying BCBS High Deductible PPO)

Even if you are not planning to make changes, you may log in to [Employee Navigator](#) during Open Enrollment to:

- Confirm your current elections
- Confirm your Dependent and Beneficiary Information
- Review benefits summaries and coverage resources
- Explore virtual content from Benefits Vendors
-

If you haven't yet registered for your Employee Navigator account, please see the registration instructions attached. More information regarding Open Enrollment for 2021 benefits, including how to sign up for virtual enrollment assistance, will be available in the coming weeks.

If you have any questions, please contact Rachel Chordash in our office at Rachel.Chordash@Macombgov.org. However, please remember that this is only a "Save the Date" and a plethora of information will be provided shortly regarding our benefits and options, most of which are exactly the same as last year.

Hope you all have a great weekend, the weather is supposed to be outstanding.

Take care.



ANNUAL
OPEN ENROLLMENT

OCTOBER 26 - NOVEMBER 13, 2020

Coming Soon:

**VIRTUAL ENROLLMENT DATES AND TIMES,
AND VENDOR WEBINARS**

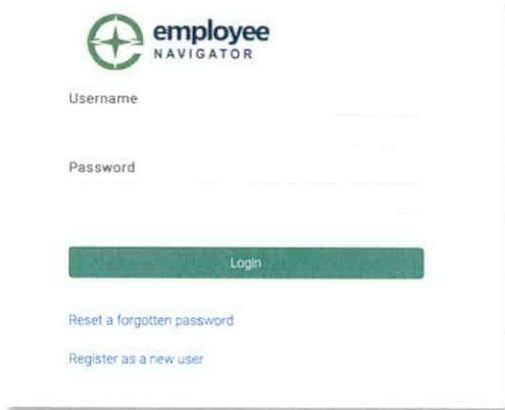
Vendors and HRLR Staff will be available remotely
for questions and assistance.

REGISTERING & LOGGING INTO EMPLOYEE NAVIGATOR

In order to access Employee Navigator, Macomb County's Benefit Administration system, please go to the following link:

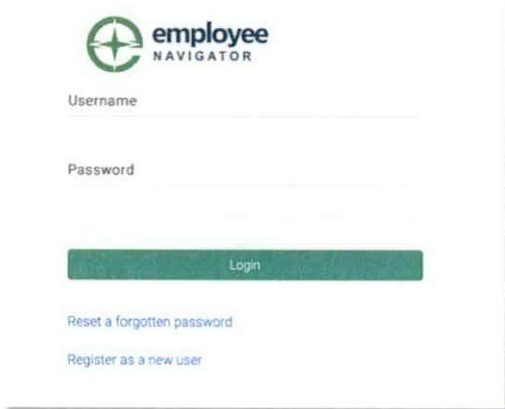
<https://www.employeenavigator.com/benefits/Account/Login>

If you are already a registered user, type in both your user name and password in the screen below.



The screenshot shows the login interface for Employee Navigator. At the top left is the logo, which consists of a green circle with a white compass rose and the text "employee NAVIGATOR" to its right. Below the logo are two input fields: "Username" and "Password". Underneath these fields is a green rectangular button with the word "Login" in white. At the bottom of the form are two links: "Reset a forgotten password" and "Register as a new user".

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



This screenshot is identical to the one above, showing the login page. A red arrow points from the right side of the page towards the "Register as a new user" link at the bottom of the form.

From this screen, enter in your information. **Company Identifier = Macomb_County**

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 user name and password for your account

Create Your Account

Then register a username and password

Username

(company email is recommended)

Password

(minimum length of 6, number and symbol required)

show it

I agree with the terms of use

Next >