



Employee User Guide

Company Name: Five Points Healthcare, LLC

Company Identifier: CBFPH

Task	Quick Reference Instructions	Details Found on Page
Logging into Employee Navigator	<ul style="list-style-type: none"> • https://www.employeenavigator.com/benefits/Account/Login 	N/A
Register as a New User	<ul style="list-style-type: none"> • https://www.employeenavigator.com/benefits/Account/Register • Fill in fields with your personal information • Company Identifier is listed above • Click "Next" then create a User Name and Password • Check the Terms of Use box and then click "Register" 	3
Adding or Updating Beneficiary Information	<ul style="list-style-type: none"> • Click "Benefits" at the top of the page • Under "Benefit Forms" on the left side of the page click "Life Beneficiary" • Click "Add Beneficiary" to add a beneficiary • Click "Edit" next to the beneficiary to modify the existing listing 	4
Completing a Life Event (Adding Coverage)	<ul style="list-style-type: none"> • On the home page click "Life Events" • Under Add Coverage, click on a reason to add coverage for yourself (left side) or add coverage for your dependents (right side) • Enter the date you want coverage to start • If asked for a previous coverage date, enter a date 1 day before your start date • Example: Enter the date your previous coverage ended is reported as 7/31, coverage added will be effective 8/01 	4
Completing a Life Event (Dropping Coverage)	<ul style="list-style-type: none"> • On the home page click "Life Events" • Under Drop Coverage, click on a reason to drop coverage for yourself (left side) or add coverage for your dependents (right side) • Enter the date you want coverage to end • For yourself, check the plans you want to drop in total • For your dependents, select the dependent and then check the box next to the plans you want to drop for that dependent. (Repeat for each dependent) 	5
Enrolling in Benefits	<ul style="list-style-type: none"> • On the home page click "Start Enrollment" • Complete all areas of your employee profile • Enter any dependents you would like to enroll in benefits • To enroll yourself and your dependents, click "Select" on the desired plan and be sure to check the circle next to dependents you want to enroll in that benefit. • To decline a benefit, click on "Don't want this benefit?" and select the reason for your decline. • Click "Save & Continue" to navigate through each benefit offered. • When completed, please review your elections and electronically sign your enrollment form. 	5, 6, 7
Updating your Health Saving Account Deduction	<ul style="list-style-type: none"> • On the home page click "Life Events" • Under Adjust Coverage, click "Adjust HSA" • Enter the date you want the change to occur • Enter the new per pay amount then click "Save" 	7
Updating your Flexible Spending Account Deduction	<ul style="list-style-type: none"> • On the home page click "Life Events" • Under Adjust Coverage, click "Adjust FSA" • Enter the date you want the change to occur • Enter the new per pay amount then click "Save" 	7, 8
Completing Tasks	<ul style="list-style-type: none"> • Click "Required Tasks" at the top of the page • Incomplete tasks will be listed on the right side • Click assigned task(s) and follow the directions to complete 	8
Viewing Plan Documents	<ul style="list-style-type: none"> • On the home page click "Document Library" • Documents are listed by plan • Click on the document to open 	8, 9

Task	Quick Reference Instructions	Detail Found on Page
Making Profile Changes to You or Your Dependents	<ul style="list-style-type: none"> On the home page click "View Profile" Click "Edit" next to the item you wish to update Note: You can't add dependents in this area 	9
Viewing Your Current Benefits	<ul style="list-style-type: none"> On the home page click "Enrollment Summary" For more information click "See Full Details" under each benefit 	10
Access Company Directory (if applicable)	<ul style="list-style-type: none"> At the top of the page click "Resources" Enter any part of the name in the search field to find an employee 	10
View Total Compensation Statement (if applicable)	<ul style="list-style-type: none"> On the home page click "Total Compensation Statement" 	10
Requesting Paid Time Off (if applicable)	<ul style="list-style-type: none"> At the top of the page, click "Time Off" Click "Request Time Off" Select the Leave Type Enter the dates(s) your requesting. If requesting a partial day, check the box and fill in the time requested. Click "Submit Time Off Request" when completed. 	10, 11
Changing Your Username	<ul style="list-style-type: none"> At the top of the page, click on your name and the select "Change Username" Enter your new Username and the click "Change" A confirmation email will be sent your primary email 	11
Changing Your Password	<ul style="list-style-type: none"> https://www.employeenavigator.com/benefits/Account/Login On the login screen, click "Reset a forgotten password" Select the "Click Here" button for Employees Enter your current Username and then click "Next" Enter you birth year A reset email link will be sent your primary email 	12

 Follow these green arrows for action items

Register as a New User

- <https://www.employeenavigator.com/benefits/Account/Register>
- Fill in fields with your personal information

Create Your Account

First, let's find your company record

First Name

Jodie

Last Name

Whittaker

Company Identifier

(provided by HR)

AIABRG

PIN

(Last 4 Digits of SSN / ID)

2333

Birth Date

(mm/dd/yyyy)

01/30/1972

Next »

- Company Identifier is listed on page 1
- Click "Next" then create a User Name and Password

Create Your Account

Then register a username and password

Username

(company email is recommended)

J_Whittaker_72

Password

(minimum length of 6, number and symbol required)

.....

show it

I agree with the terms of use

Next »

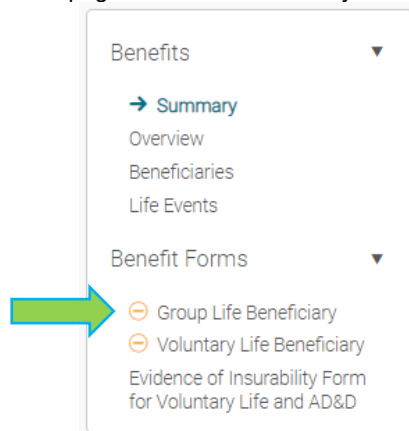
- Check the Terms of Use box and then click "Next"

Adding or Updating Beneficiary Information

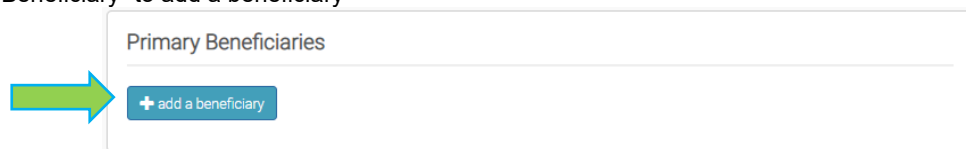
- Click "Benefits" at the top of the page



- Under "Benefit Forms" on the left side of the page click "Life Beneficiary"



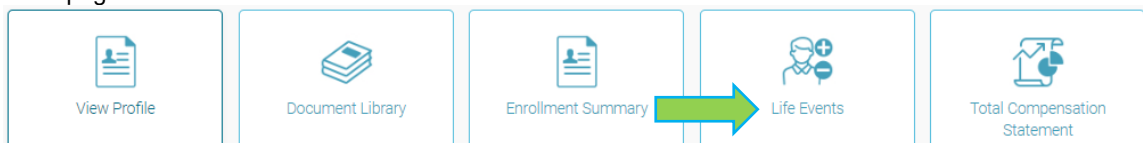
- Click "Add Beneficiary" to add a beneficiary



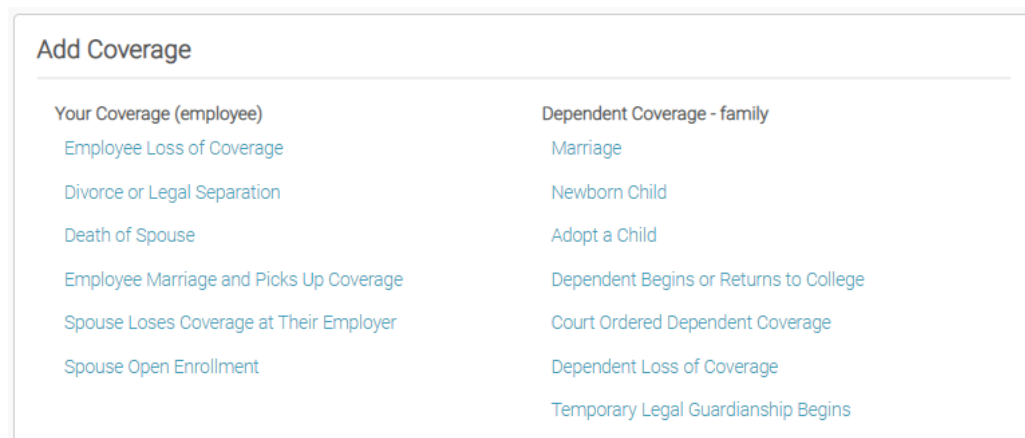
- Click "Edit" next to the beneficiary to modify the existing listing

Completing a Life Event (Adding Coverage)

- On the home page click "Life Events"



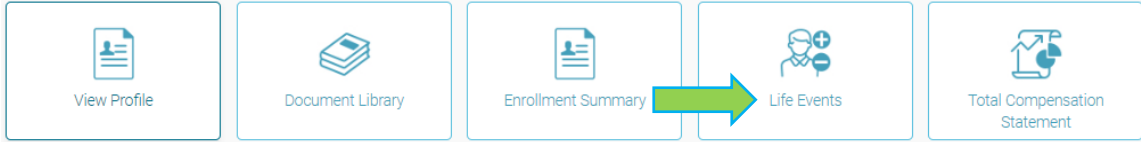
- Under Add Coverage, click on a reason to add coverage for yourself (left side) or add coverage for your dependents (right side)



- Enter the date you want coverage to start
- If asked for a previous coverage date, enter a date 1 day before your start date
- Example: Enter the date your previous coverage ended is reported as 7/31, coverage added will be effective 8/01

Completing a Life Event (Dropping Coverage)

- On the home page click "Life Events"



- Under Drop Coverage, click on a reason to drop coverage for yourself (left side) or add coverage for your dependents (right side)


Drop Coverage

<p>Your Coverage (employee)</p> <ul style="list-style-type: none"> Employee Eligible for Medicare Employee Married and Changes to Spouse's Plan Spouse Gains Coverage at Their Employer Spouse Open Enrollment 	<p>Dependent Coverage - family</p> <ul style="list-style-type: none"> Divorce or Legal Separation (COBRA) Death of a Dependent Drop Coverage for Child Leaving College (COBRA) Court Ordered Dependent Coverage Dependent Eligible for Other Coverage Dependent Eligible for Medicare Temporary Legal Guardianship Ends
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- Enter the date you want coverage to end
- For yourself, check the plans you want to drop in total
- For your dependents, select the dependent and then check the box next to the plans you want to drop for that dependent. (Repeat for each dependent)

Enrolling in Benefits

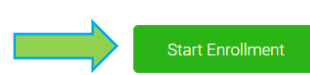
- On the home page click "Start Enrollment"



Good Afternoon, Jodie!
 Grab a cup of coffee and let's get some work done.
 You have 0 days left to complete your benefit enrollment.

You have 1 item to complete.

1 Enroll in your benefits



- Complete all areas of your employee profile

Personal Information

First Name

Middle Name

Last Name

Suffix

Preferred Name

Gender Male Female

Date of Birth

SSN

Tobacco User Yes No

Phone Number

Email Address

- Enter any dependents you would like to enroll in benefits



Dependent Information

[add dependent +](#)

	Name	DOB	SSN	Relationship
Edit	John Whittaker	01/30/1972	***-**-1111	Spouse
Edit	Jason Whittaker	01/30/2010	***-**-5666	Child
Edit	Julie Whittaker	01/30/2015	***-**-8777	Child

- To enroll yourself and your dependents, click "Select" on the desired plan and be sure to check the circle next to dependents you want to enroll in that benefit.



Who am I enrolling?

Myself


Select All

John Whittaker (Spouse)

Jason Whittaker (Child)

Julie Whittaker (Child)

Which plan do I want?



QDHP PPO 4500

\$139.60
Cost per pay period

Effective on 03/06/20
Employee + Family

[Compare](#) [Details](#) [Selected](#)

- To decline a benefit, click on "Don't want this benefit?" and select the reason for your decline.
- Click "Save & Continue" to navigate through each benefit offered.

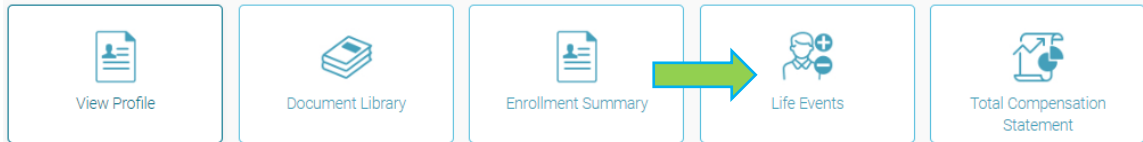


- When completed, please review your elections and electronically sign your enrollment form.



Updating your Health Saving Account Deduction

- On the home page click "Life Events"



- Under Adjust Coverage, click "Adjust HSA"
- Enter the date you want the change to occur
- Enter the new per pay amount then click "Save"

Change HSA

HSA plan elections can be adjusted mid-year as changes in your costs occur.

Plan Details

Plan year	06/01/2019 - 05/31/2020
Minimum Date	06/01/2019
Yearly minimum	\$0
Yearly maximum	\$7,100

Current Election

\$0 per pay period
Projected amount through 05/31/2020 is \$0

Enter the desired effective date

4 pay periods left
\$1,775.00 per pay limit
\$7,100.00 annual limit

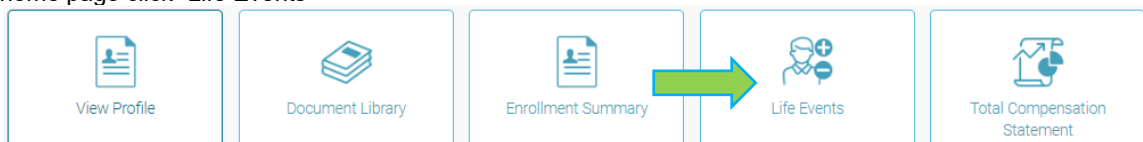
How much do you want to defer per pay?

New estimated projection: \$1,600.00



Updating your Flexible Spending Account Deduction

- On the home page click "Life Events"



- Under Adjust Coverage, click "Adjust FSA"
- Enter the date you want the change to occur

- Enter the new per pay amount then click "Save"

Change FSA

Cafeteria plan elections can be adjusted mid-year as changes in your costs occur.

Plan Details

Plan year	01/01/2020 - 12/31/2020
Yearly minimum	\$1
Yearly maximum	\$2,750

Current Election
\$0 per pay period

Enter the desired effective date

03/01/2020

How much do you want to defer?

Per Pay
 Remainder of year

\$ 50.00

Save

Completing Tasks

- Click "Required Tasks" at the top of the page

[Home](#)
[Profile](#)
[Benefits](#)
[Required Tasks](#)
[Resources](#)

- Incomplete tasks will be listed on the right side

HR Required Tasks

The tasks below have been assigned to you. Select any task to review or complete.

Complete Tasks

Completed Tasks

	Completed Date
Form W-4, Employee's Withholding	04/30/2019
Emergency Contacts	08/09/2018
PA Local Earned Income Tax Residency Certification Form	10/29/2019
Review Our Company's Employee Handbook	09/12/2018
Review Our Company's Data Security Policy	04/01/2019
2019 Compensation Plan Guidelines	03/15/2019

Incomplete Tasks

	Assigned Date
Welcome	03/09/2020
Electronic Signature and Consent	03/09/2020
State Withholding Form	03/09/2020
Form I-9, Employment Eligibility Verification	03/09/2020
Self Identification (EEOC)	03/09/2020
Direct Deposit Enrollment	03/09/2020
COBRA Rights General Notice	03/09/2020
Photo and Video Release	03/09/2020

- Click assigned task(s) and follow the directions to complete

Viewing Plan Documents

- On the home page click "Document Library"

View Profile

Document Library

Enrollment Summary

Life Events

Total Compensation Statement

- Documents are listed by plan

Document Library

Enrolled Plan Documents

The following documents provide benefit details pertaining to the plans in which the employee is enrolled.

QHDHP PPO 4500

- CBC Medical Claim Form
- Highlight Sheet - QHDHP PPO 4500
- SBC - Health Reimbursement Arrangement
- SBC - QHDHP PPO 4500

Health Savings Account

- BenefitWallet Employee Welcome Kit (HSA Advantage Direct)
- BenefitWallet HSA Advantage Direct Account Opening
- SBC - Health Reimbursement Arrangement
- SBC - QHDHP PPO 4500

Group Life and AD&D

- Benefit Summary - Group Life and AD&D (All Others)
- Certificate of Coverage - Group Life and AD&D (All Others)
- Dearborn Life Claim Form
- Policy - Group Life and AD&D

Group Short-Term Disability

- Benefit Summary - Group STD
- Certificate of Coverage - Group STD
- Policy - Group STD

Voluntary Long-Term Disability

- Certificate of Coverage - Voluntary LTD
- Reliance Standard - Enrollment Statement of Health
- Reliance Standard LTD Claim Form

- Click on the document to open

Making Profile Changes to You or Your Dependents

- On the home page click "View Profile"

- Click "Edit" next to the item you wish to update

Profile

Personal Information edit

Name Jodie Whittaker

Gender Female

Date of Birth 01/30/1972

SSN ***-**-3333

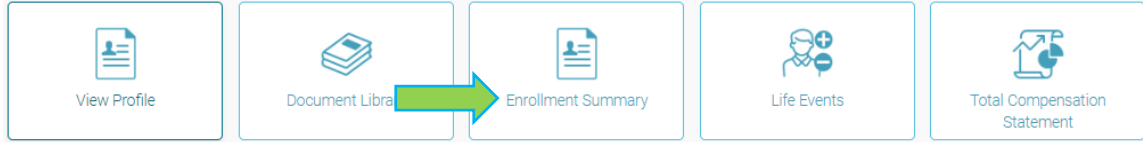
Dependents edit

Name	DOB	Age	SSN	Relationship
John Whittaker	01/30/1972	48	***-**-1111	Spouse
Jason Whittaker	01/30/2010	10	***-**-5666	Child
Julie Whittaker	01/30/2015	5	***-**-8777	Child

- Note: You can't add dependents in this area

Viewing Your Current Benefits

- On the home page click "Enrollment Summary"



- For more information click "See Full Details" under each benefit

Enrolled Plans

Medical Collapse ▾

QHDHP PPO 4500

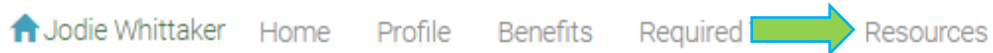
Coverage: Employee + Family Effective: 03/06/2020

Cost Per Pay: \$139.60

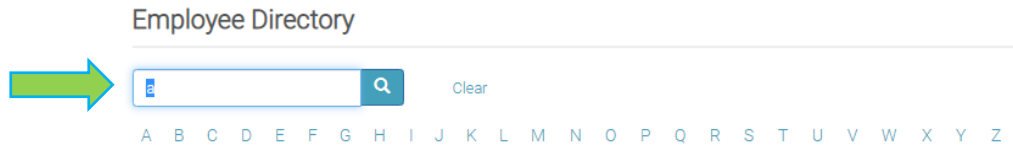
[See Full Details](#)

Access Company Directory (if applicable)

- At the top of the page click "Resources"

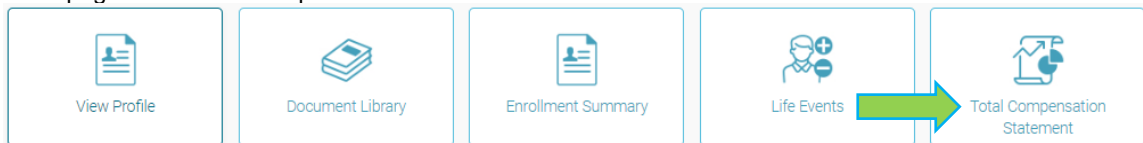


- Enter any part of the name in the search field to find an employee



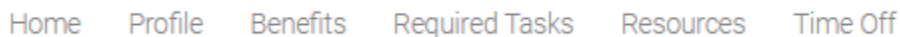
View Total Compensation Statement (if applicable)

- On the home page click "Total Compensation Statement"



Requesting Paid Time Off (if applicable)

- At the top of the page, click "Time Off"



- Click "Request Time Off"

Time Off Policy Overview

PTO

- 0 hrs Taken
- 18.75 hrs Scheduled
- Unlimited

[View More Details](#)

Family Sick Bank

- 0 hrs Taken
- 0 hrs Scheduled
- Unlimited

[View More Details](#)

PTO Carryover

- 0 hrs Taken
- 26.25 hrs Scheduled
- Unlimited

[View More Details](#)

[Request Time Off](#)

- Select the Leave Type

Select Leave Type

PTO 

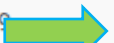
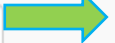
- Enter the dates(s) your requesting.

From To

 03/09/2020  03/09/2020 

- If requesting a partial day, check the box and fill in the time requested.


Request Details

Date	Hours	
Mon, Mar 9	 3.750 	<input checked="" type="checkbox"/> Partial Day?
Total: 3.750 Hours		

- Click "Submit Time Off Request" when completed.

Changing Your Username

- At the top of the page, click on your name and the select "Change Username"



Jodie Whittaker 

- Home
- Change Password
- Change Username
- English
- Español
- Logout

- Enter your new Username and the click "Change"

Change Username

Your primary business email address is preferred for username.

New Username	Prior Username	Changed On
 Jodie5555!@#\$\$%		
 <input type="button" value="Change"/>		

- A confirmation email will be sent your primary email

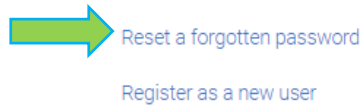
Changing Your Password

- <https://www.employeenavigator.com/benefits/Account/Login>
- On the login screen, click "Reset a forgotten password"

Username

Password

Login



- Select the "Click Here" button for Employees

Forgot Your Password?

Employees

If you're a company employee:



- Enter your current Username and then click "Next"

Username

Next »

- Enter your birth year

Now, let's verify your birth year.

Birth Year

Next »

- A reset email link will be sent your primary email