

How to get started...

REGISTRATION INSTRUCTIONS



For optimum performance, Employee Navigator recommends Internet Explorer 11 or the latest versions of Chrome or Firefox.

Employee Navigator is mobile friendly! Feel free to complete your enrollment using your mobile device.

Steps to set up your account, register and log in for the first time:

- Step 1: Go to www.mienavigator.com/mienavigator/.
- Step 2: Click on CLIENT PORTAL.
- Step 3: Click on Employee Navigator Log In.
- Step 4: Click on 'Register as a new user'.
- Step 5: Input your first and last name.
- Step 6: Input your Company Identifier.
- Step 7: Input the PIN which is the last four digits of your Social Security number.
- Step 8: Input your birthdate using this format (xx/xx/xxxx).
- Step 9: Click on 'Next'.
- Step 10: Select a User Name. It is recommended that you use your email address.
- Step 11: Select a password (must have at least 6 characters and must contain a symbol and a number).
- Step 12: Select the box next to 'I agree with the terms of use'.
- Step 13: Click on 'Next'.

You are now registered and logged in to your account.