

QUICK START INSTRUCTIONS

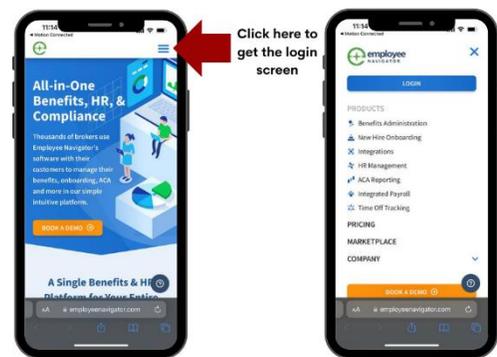
Enroll online in your Flash employee benefits through **Employee Navigator**. Contact your **Human Resources** team at hr@flashtrucking.com with any questions.

REGISTERING

1 Go to www.employeenavigator.com. Click on the "Login" button to get started.



Computer view



Mobile View

employee NAVIGATOR

Username

Password

Login

Reset a forgotten password

Register as a new user

2 If this is your first time, click on the "Register as a New User" link.

If you have **already registered** and have your user name and password, enter them to log in.

If you **forgot your password**, you can request to reset it. A reset password email will be sent to your email address on file.

EMPLOYEE NAVIGATOR - QUICK START INSTRUCTIONS

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)

3 Your first and last name must match your Flash employee file

The Company Identifier is **Flash**
Leave out the spaces between the words.

PIN is the last 4 digits of your Social Security Number.

Enter your Birth Date in mm/dd/yyyy format.

Click the Next button.

Create Your Account

Then register a username and password

Username
(company email is recommended)

Password
(minimum length of 6, number and symbol required)

I agree with the terms of use

4 Your user name is your Flash employee email address.

Password Specifications:

- 6 to 20 characters in length (No spaces allowed)
- Include at least one number
- Include at least one symbol

Save your password. You may need it again to view your benefits or make changes. You can click "show it" to see the password you typed.

Check the box to agree with terms of use.

WELCOME



Participation Required

You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.

1. Onboarding
2. Benefits Enrollment
3. HR tasks

[Lets Begin!](#)

1 After you login click "Let's Begin" to complete any required tasks.



Onboarding Complete!

Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.

✓ Onboarding

1. Benefit Enrollment
2. HR tasks

[Start Enrollment](#) [Dismiss, complete later](#)

2 Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks, click "Start Enrollment" to begin your enrollment.

TIP

If you hit "Dismiss, complete late" you'll be taken to your Home Page. You'll still be able to start enrollments by clicking "Start Enrollment"



You've got 2 items to complete.

- 1 Enroll in your benefits
- 2 Complete HR tasks.

[Start Enrollments](#)

3 After clicking Start Enrollment, you'll need to complete some personal and dependent information before moving to your benefit elections.

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

EMPLOYEE NAVIGATOR - QUICK START INSTRUCTIONS

BENEFIT ELECTIONS



Who am I enrolling?

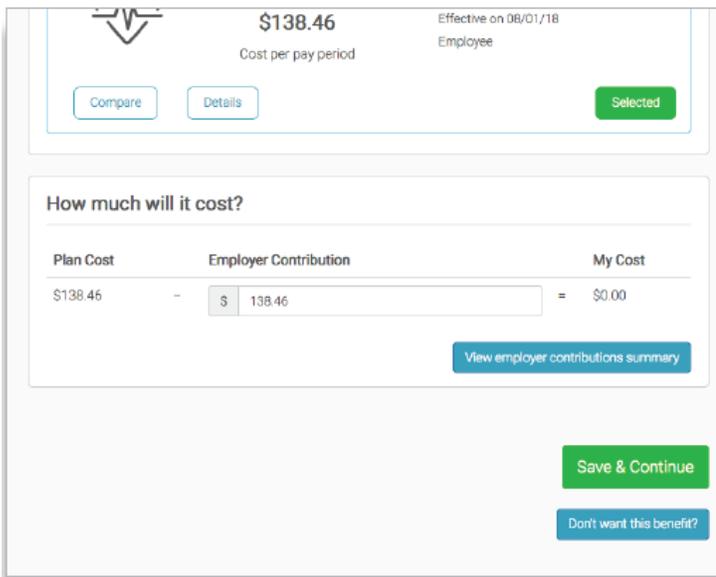
Myself

Elizabeth Reynolds (Spouse)

Gwen Reynolds (Child)

To enroll dependents in a benefit, click the checkbox next to the dependent's name under "Who am I enrolling?"

Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click "Select Plan" underneath plan cost.



\$138.46
Cost per pay period

Effective on 08/01/18
Employee

Compare Details **Selected**

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	= \$0.00

View employer contributions summary

Save & Continue

Don't want this benefit?

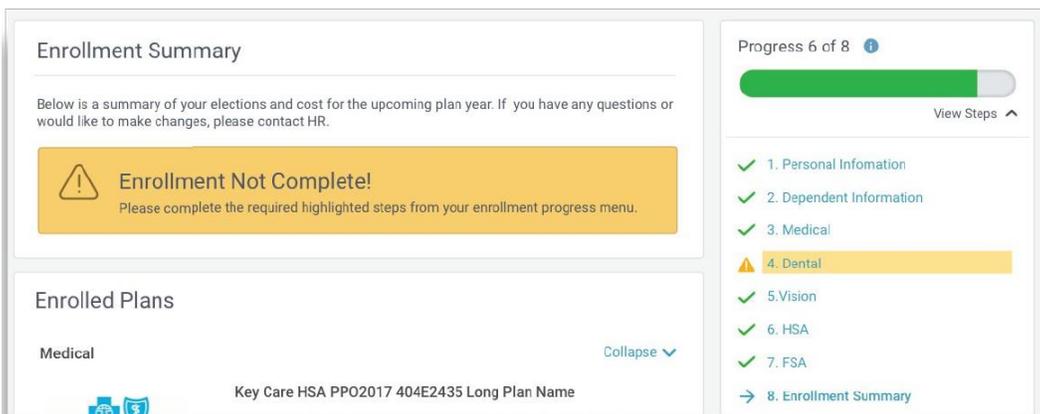
Click "Save & Continue" at the bottom of each screen to save your elections.

If you do not want a benefit, click "Don't want this benefit?" at the bottom of the screen and select a reason from the drop-down menu.

TIP

If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

REVIEW & CONFIRM ELECTIONS



Enrollment Summary

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions or would like to make changes, please contact HR.

Enrollment Not Complete!
Please complete the required highlighted steps from your enrollment progress menu.

Enrolled Plans

Medical Collapse ▾

Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

View Steps ^

- ✓ 1. Personal Information
- ✓ 2. Dependent Information
- ✓ 3. Medical
- ⚠ 4. Dental
- ✓ 5. Vision
- ✓ 6. HSA
- ✓ 7. FSA
- 8. Enrollment Summary

TIP

If you miss a step you'll see **Enrollment Not Complete** in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

Review the benefits you selected on the enrollment summary page to make sure they are correct then click **Sign & Agree** to complete your enrollment.

You can either print a summary of your elections for your records or login at any point during the year to view your summary online.