

## EMPLOYEE NAVIGATOR INSTRUCTIONS

All benefits information can be accessed through our online employee benefits portal. Below are instructions for how to register an account:

1. Go to <https://employeenavigator.com/benefits/Account/Register>
2. Fill out your information as it would appear on a legal document (please use legal first and last name)

Create Your Account

First, let's find your company record

First Name  
John

Last Name  
Doe

Company Identifier  
(provided by HR)  
WBASI

PIN  
(Last 4 Digits of SSN / ID)  
0001

Birth Date  
(mm/dd/yyyy)  
01/01/1980

Next >

Company Identifier: WBASI

Fill out appropriate information and press **Next>**

3. Create a Username and Password
  1. Username: This is created by you. If you have a White Brothers email address, we recommend using that as your username so that it's easy to remember. If you do not, any username that is not already in the system will work
  2. Password: Created by you. Please select a password that is at least 6 characters long, contains a number, and contains a symbol.

Create Your Account

Then register a username and password

Username  
(company email is recommended)  
abc@whitebros.net

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

show it

☒ I agree with the terms of use

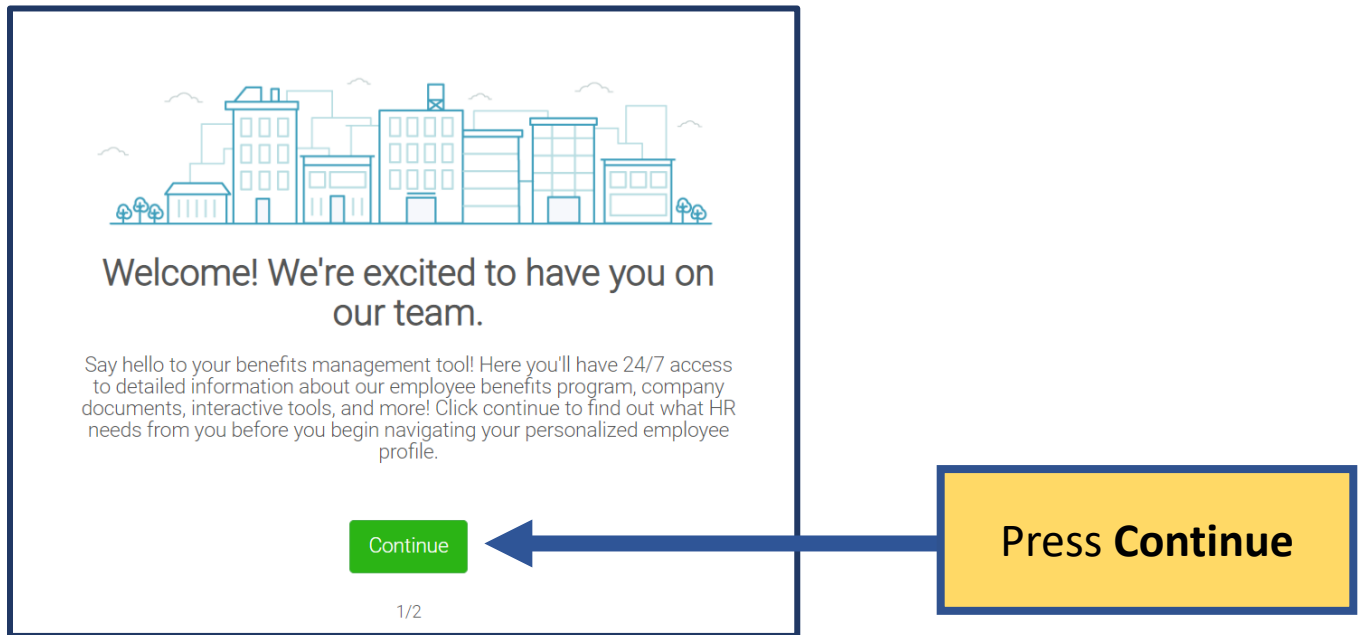
Next >

Choose any username

Create a password

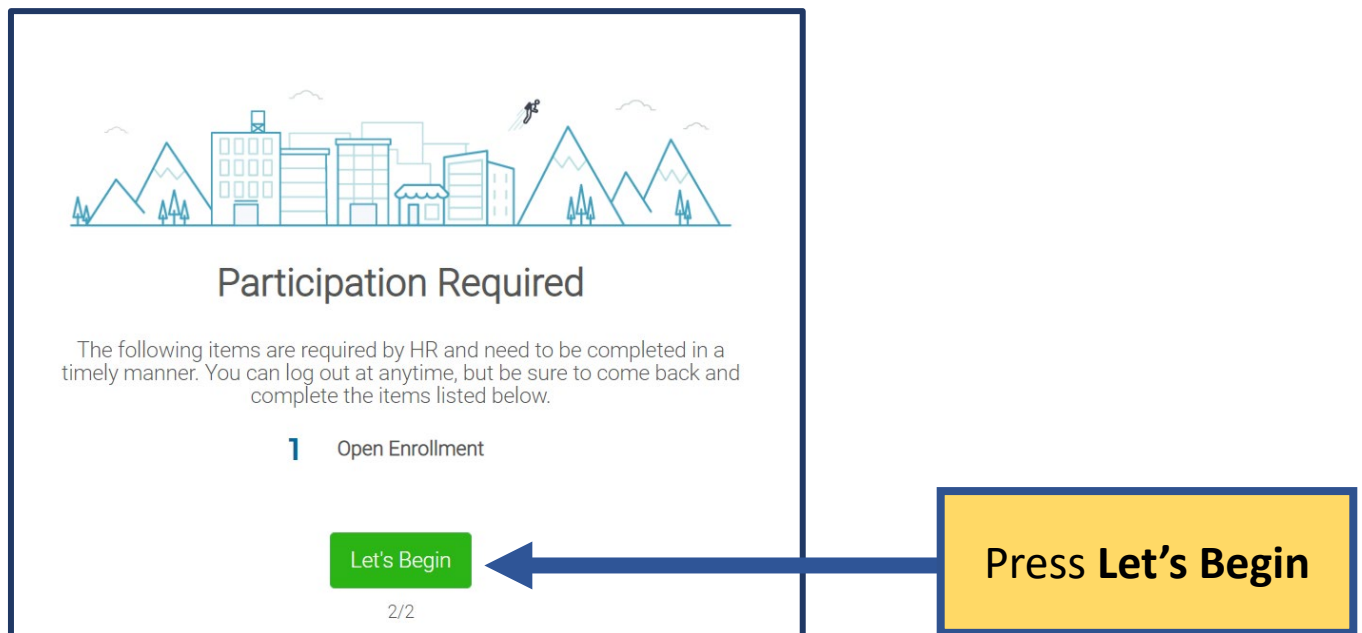
Once all lines are filled, press **Next>**

3. If all information was entered correctly, you should see the following Welcome screen:



4. If you have pending tasks to complete, these will be displayed on the following screen. Items that require participation are things such as

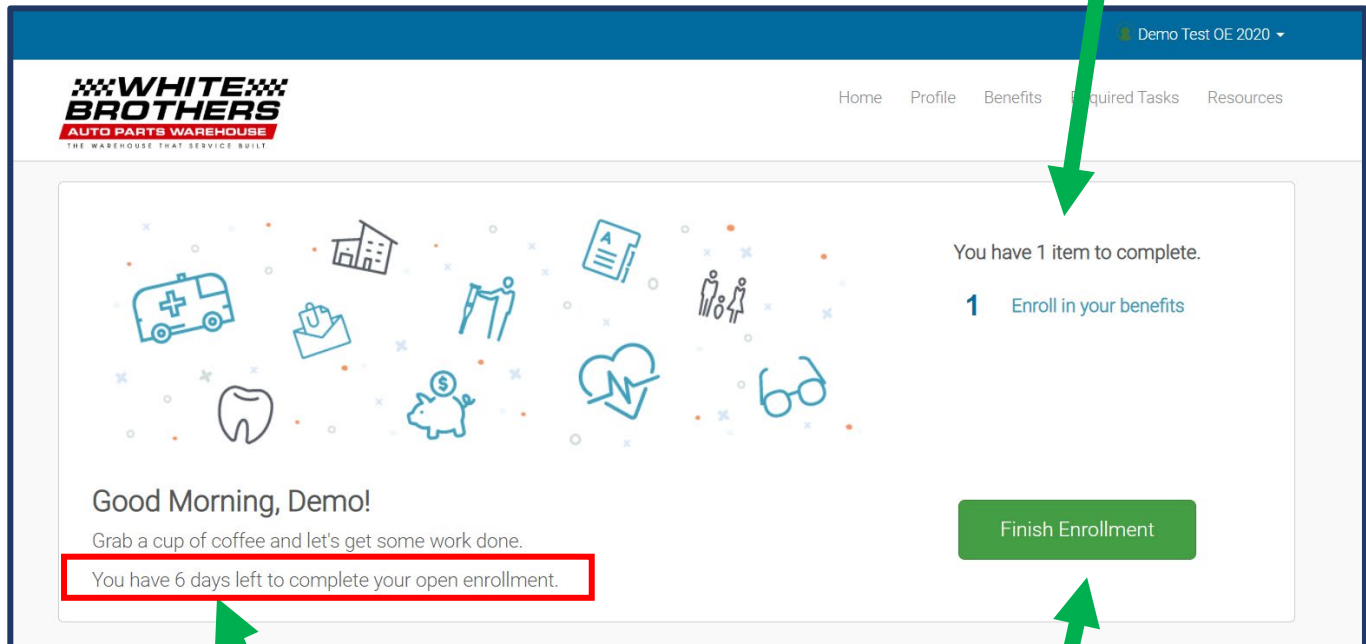
- Open Enrollment
- New Hire Documentation
- Various other company required documents



5. Below is an overview of the Employee Navigator home screen. Please complete all required tasks before the deadline to ensure your benefits are handled appropriately

## Overview of Employee Navigator

Shows what items you need to complete



Shows how many days you have left to complete the assignment

Press this button to complete the required assignment