1. Select **Add Employee Quick Link** on the Employee Navigator home page to add the new employee's information
2. Add employee's salary to the Annual Base Salary field
   Note: Do not enter any information in the Annual Benefit Salary field

3. If the employee has a working day waiting period, enter their benefits effective date as the hire date
   Note: If the employee is a rehire, go to the employee's profile on Employee Navigator and select **Rehire** under Termination Actions
4. If the district is employee facing, send the employee a registration email
   Note: If your district is not employee facing, select **No, not now**

5. Go to the employee's profile and add their address, dependents, and other contact information
   - It is our recommendation to add the social security numbers for both the spouse and the dependents to facilitate proper enrollment in their medical, dental, and vision carriers
   - All required fields will be noted with a red asterisk

- Please complete the Disabled selection to ensure a disabled dependent will not automatically age off the policy incorrectly

6. Make the employee's benefit elections (if the district is not employee facing) by going to the Employee's home page and clicking **New Hire Enrollment** located in the Employee Management tab

7. Make sure to select the applicable dependents **and** the correct plan
Note: If the employee chooses to waive a benefit, scroll down to the bottom of the page, and select **"Don't want this benefit?"**

8. **Review** the employee's elections and click to sign that they are complete and accurate
- If a correction is needed, click **View Steps** on the side progress bar and make the desired changes, then sign to complete benefit elections

9. If the district allows employees to make their own elections, navigate back to the home page and click **Approve pending benefit enrollments** under Things to do to review and approve their elections