



- Please follow the instructions below to self-enroll in your benefits. For any questions related to benefits or the system, contact our Call Center at the number provided below.
- You will be **REQUIRED** to provide SSNs and DOBs for all covered dependents you wish to enroll in coverage.



Your Benefits will be effective 1st of the month following 60 days

Powered by

BenRoll

STANDARD HOURS OF OPERATION
MONDAY-FRIDAY 8:30AM TO 5:30PM CENTRAL TIME

 210.446.8028

Welcome New Hires

2026 Benefits

Medical, Dental, and Vision Insurance

Comprehensive coverage is available for employees and their eligible dependents.

Accident, Critical Illness, and Hospital Indemnity Insurance

Provides cash benefits for covered accidents, serious illnesses, or hospital stays to help offset out-of-pocket medical costs and everyday expenses.

Company-Paid Short-Term and Long-Term Disability Insurance

Replaces up to 60% of your income in the event of a qualifying illness or injury.

Employees become eligible after 12 months of employment.

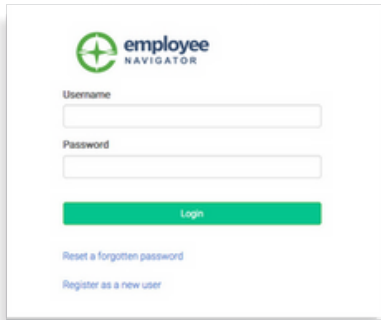
Company-Paid Life Insurance

Provides financial protection and peace of mind for you and your loved ones.

Flexible Spending Account (FSA)

Tax-advantaged savings that allow you to set aside pre-tax dollars for eligible healthcare or dependent care expenses, helping lower your taxable income while covering everyday costs.

ENROLL IN YOUR BENEFITS: One step at a time

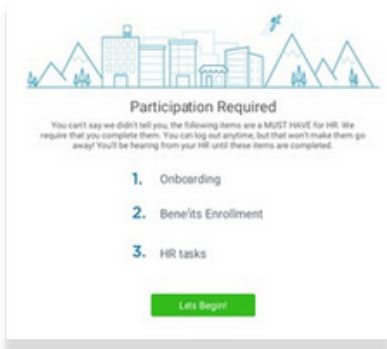


Step 1: Log In

Go to www.employeenavigator.com and click **Login**

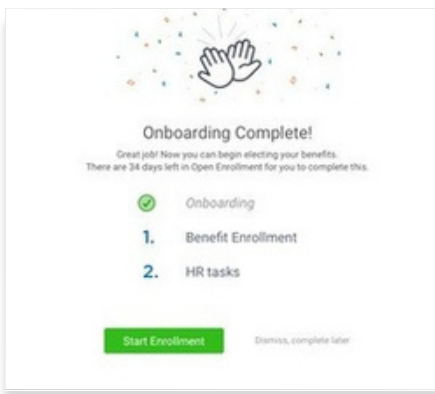
- **Returning users:** Login with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.

Company Identifier: **VITAL-1**



Step 2: Welcome!

After you login click **Let's Begin** to complete your required tasks.

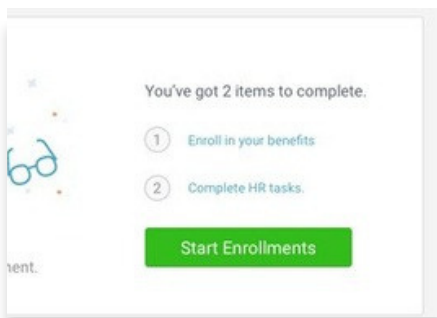


Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

TIP

if you click "**Dismiss, complete later**" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "**Start Enrollments**"



Step 4: Start Enrollments

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

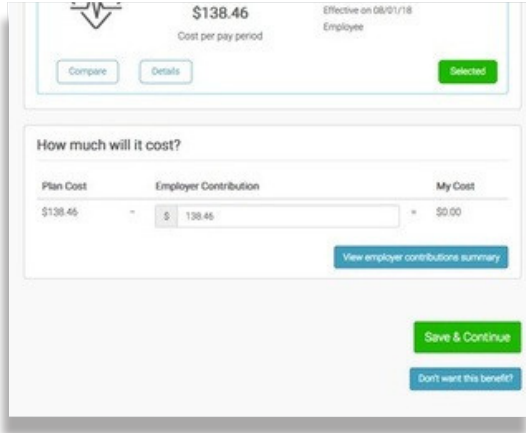
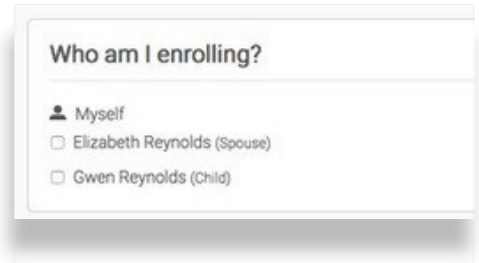
TIP

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

Step 5: Benefit Elections

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 the plan cost.

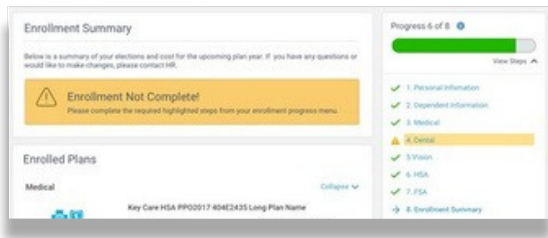


Click **Save & Continue** at the bottom of each screen to save your elections.

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.

Step 6: Forms

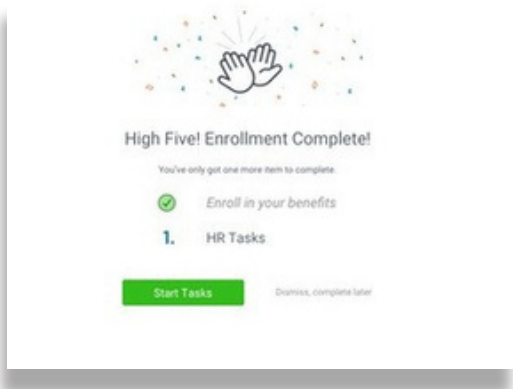
If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.



Step 7: Review & Confirm Elections

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.

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.



Step 8: HR Tasks (if applicable)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!



You can login to review your benefits 24/7