



EMPLOYEE NAVIGATOR INSTRUCTIONS

OPEN ENROLLMENT 2021



IF YOU HAVE AN ACCOUNT

Click ⇒[HERE](#)⇐ to access the Employee Navigator

If you need a password reset contact or HR Department at 386-561-3333.

- When you log in click on I “Get Started” on your home screen to begin your enrollment.
- The navigator will take you through your enrollment step by step. Complete each step. First, you will confirm your information and add any dependents. Then you will be able to view each benefit options and plans. You will choose to accept or decline coverage for yourself and/or any of your dependents. As you select your desired coverage plan and those you wish to cover, the “cost per pay period” will immediately update to provide your weekly contribution.

IF YOU HAVE NOT REGISTER ON EMPLOYEE NAVIGATOR

- Click ⇒[HERE](#)⇐
 - You will be asked to create your account.
 - The company Identifier is ACE AC.
 - Enter your information click next.
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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)

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