

Employee Navigator Guide – How to Use Your New Benefits Site

Access your personal information here. You can update or change your address, phone number, etc. here

When you click on Benefits, a drop down menu will appear. On the right, under **Overview**, you can click on *Plan Overview* to see your benefits, or *Enrollment Summary* to see your premium per pay period

Should your employer ever require a task pertinent to your health insurance benefits, the task will be listed here. Don't worry; you'll get an email if there's anything needed.

The Resources tab is where you'll find your actual Summary of Benefits and Coverage in PDF form. Simply click on *Documents* and your benefits summary will be available to download, view in a web browser, or print.

Should you ever need any assistance, please contact us!

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The screenshot shows the Southern Utah Insurance Employee Navigator website. At the top right, a user profile for 'Kyrie Mason' is visible. The main navigation bar includes links for 'PROFILE', 'BENEFITS', 'REQUIRED TASKS', and 'RESOURCES'. Below the navigation bar is a welcome message: 'Welcome, Kyrie. Employee Navigator is an online benefit management tool which will allow you to review your benefits anytime day or night. On this site you will be able to report any updates to your demographic information, report life events such as the birth of a child and make eligible benefit enrollment changes. You can also download the mobile app for Apple and Android smart phones to access this information. Welcome to the site!'. Below the welcome message are four main navigation cards: 'Profile' (Update personal information), 'Benefits' (View and manage your benefits), 'Required Tasks' (Complete required company tasks), and 'Resources' (Find other information). Below these cards are sections for 'News & Articles' and 'Compliance Documents', both with columns for 'Title' and 'Posted'. At the bottom, there is a 'Contacts' section with the message 'No HR contacts have been configured'. Colored arrows point from the text blocks on the left to specific elements on the website: a green arrow points to the user profile, a red arrow points to the 'BENEFITS' link, a purple arrow points to the 'REQUIRED TASKS' link, and a blue arrow points to the 'RESOURCES' link.

