**DAVEVIC**

Welcome to **St. Paul's** employee benefits website! As you know, your benefits are an important part of your overall compensation. We are proud to introduce our simple, convenient online benefits enrollment system that will make enrollment faster and easier than ever before!

## ACCESSING YOUR ACCOUNT

To access your account, please follow the steps below:

1. Go to website: **www.davevic.com**
2. Select Login Center at the top of the page
3. Under Employee/ Participant click **"Employee Navigator"**
4. Enter your username and password
   a. If you need to reset your password, you may click "Reset Password".
5. _New users_ should click on **"Register as a new user"** to create a username and password. When creating a new user account:

|  |  |
|---|---|
| **Enter:** | first name, last name |
| **Company Identifier:** | **stpauls** |
| **PIN:** | last four digits of your Social Security Number |
| **birth date:** | mm/dd/yyyy |

You will be prompted to create a username (company or personal email is recommended) and password (minimum length of 6, number, and symbol required). Once your account is completed, you will be logged into the employee benefits website and gain access to all the employee features.

## ENROLL IN YOUR BENEFITS

**1** **Start Benefits:** Log into Employee Navigator and click "Start Benefits" to begin the enrollment process.

**2** **Personal Information:** Please verify that all your personal information is accurate. If you see any blank fields or need to make changes, please update the information. Then, click "Save & Continue" at the bottom of the screen.

**3** **Dependent Information:** If you have a spouse and/or child(ren) that you wish to cover, click "add dependent", enter your dependent's information, and click "Save". Remember that you will need correct names, dates of birth, and social security numbers for all covered individuals. Once you have added all your dependents, click "Save & Continue".

**4** **Benefits:** The next few screens will present benefit selections by product (medical, dental, vision, FSA, etc.). To learn more about the offered plans, simply click on "Compare", "Details", and the links under "Helpful Resources".
- Who am I Enrolling? Select the dependents you wish to cover for the benefit by clicking the circle next to their name. The "cost per pay period" will update as you add dependents.
- Which Plan do I want? Select a plan by clicking "select plan". If you aren't interested in selecting a plan, click "Don't want this benefit?" and choose reason for declining benefit.

**5** **Enrollment Summary:** This is the final step. Please review your enrollment options and costs. Once your information is accurate, review the acknowledgement and "Click to sign". Your enrollment is now complete. If interested, click "print" to print a copy for your personal records and verify the costs with your pay stub. Return to the home page when completed.

### QUESTIONS?

If at any point during this process you have questions or require technical support, please call Regina Ross at (724) 589-6905 Ext 1168 or email at rross@sp1867.org.

USER NAME: _____

PASSWORD: _____

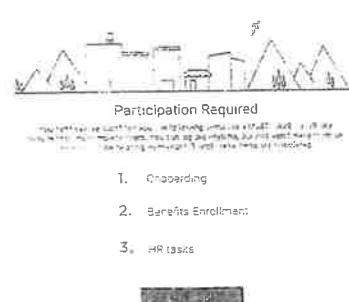# ENROLL IN YOUR BENEFITS: One step at a time

## Step 1: Log In

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

- **Returning users:** Log in 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: **stpauls**

## 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.

## 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.

**Who am I enrolling?**

- Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)

$138.46
Cost per pay period

Effective on 06/01/18
Selected

**How much will it cost?**

| Plan Cost | Employer Contribution | My Cost |
|---|---|---|
| $138.46 | $138.46 | $0.00 |

Save & Continue

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.

Enrollment Summary

Enrollment Not Complete
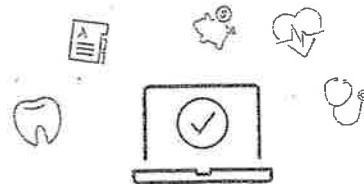
Enrolled Plans

Medical

## 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!

High Five! Enrollment Complete!

1. HR Tasks

Start Tasks

# You can login to review your benefits 24/7