

Online Enrollment Portal



How to Enroll in the Plans

Read your materials and make sure you understand all the options available. Complete enrollment electronically via Employee Navigator.

- Fill out any necessary personal information.
- Make your benefit selections.
- If you have questions or concerns, contact your HR department.

Step 1: Log-in

You can quickly & easily access your Employee Navigator account by going to www.employeenavigator.com.

Login

- Returning users: Log in with the username and password you selected.
- First time users: Click on your Registration Link in the email sent to you by admin or [Register as a new user](#). Create an account and create your own username and password.
- Company Identifier: **TBTWS**

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.