Online Enrollment Employee Navigator Registration Instructions



If you have NEVER used Employee Navigator online yet! (most have – this is the 3rd year using EE Nav)

1. Go to <u>www.employeenavigator.com</u> and click on Login in the upper righthand corner.



2. From the Login Screen click on "Register as a new user" underneath the login fields.

Username	
	-
Password	
Login	
Forgot Lisename? Forgot Password?	e.

3. Enter First Name, Last Name, Company Identifier, PIN, and Birth Date. Company Identifier = **Nussbaum** PIN = the last 4 digits of your SSN

First Name	
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Last Name	
Company Identifier	
(provided by HR)	
Nussbaum	
PIN	
(Last 4 Digits of SSN / ID)	
Birth Date	
(mm/dd/yyyy)	
Birth Date (mm/dd/yyyy)	

4. On the next screen, set up your Username and Password. You will receive a personal email to complete the registration!

Complete Account Registration	
Welcome	
Enter your desired username and password.	
Username	
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Password	
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Confirm Password	
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Email Address	
Register	