Quick Reference Guide

Your guide to online Unum Worksite benefit selections

This reference guide will walk you through the process of signing into the enrollment system. You are encouraged to speak with a Licensed Benefit Counselor from our benefit education partner, EFP to learn about your available Unum worksite benefit options and talk through any questions you may have. If you would like assistance, **speak with an EFP Benefit Counselor by calling 855-938-1329.** Your benefits from the previous plan year will rollover to the new plan year if you make no changes. If you have questions or wish to view your current Long Term Disability Insurance please be sure to login or call EFP.

To learn more about your benefit options, please visit nccde.eebenefits.site Visit the link below to learn more about your LTD options and enroll in coverage.

Getting Started

To set up your Employee Navigator account, please follow this link:
https://www.employeenavigator.com/benefits/Account/Register
Note: Be sure to use Chrome, not Internet Explorer, when accessing this link

You will be asked for your First Name, Last Name, the Company Identifier (NCCDE), the last 4 digits of your SSN, and your birth date.

The system will then ask you to create a username and a password.

The best username is generally considered to be your work email address.

Your Password must:

- Contain a number
- Contain a symbol (ex: ! @ # $)
- Be at least 6 characters long

Forgot Your Password or Username?

Click "**Reset a forgotten password**" to reset your password and receive a link in your email to reset the password. You will need to enter your username.

If you forgot your username, follow the forgot password link and then click "**Don't know your username?**" You will need to enter the Company Identifier again (NCCDE), your first name, last name, and the last 4 of your SSN.

Protect Your Password

Your unique username and password grants you access to your personal information. This electronic 'signature' carries the same authority as your handwritten signature. It authorizes all of your elections and their corresponding deductions from payroll.
Keep this information secret!

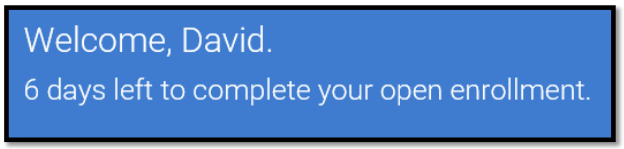
Login with the following URL:
https://employeenavigator.com/benefits/Account/Login

Welcome to Our Benefits Portal!

Our Benefits portal gives you a direct line to our benefits information in one secure and convenient location that can be viewed from any computer with Internet Access, at any time.

Time to Enroll?

When you login, you will be shown how many days left you have to enroll:



Click **Start Benefits >** to begin:



Before You Begin

Your personal email address is required for information only.
Before you can select your benefits, you must first confirm that correct demographic information is on file for you and your dependents (even if your dependent will not be enrolled). To add any dependents not currently listed you must click "add dependent."