

Congratulations on your growing family! As you prepare for this exciting time, please keep in mind the following steps:

**Benefit Enrollment:** You have **30 days from the date of event** to add your child to your benefit elections.

1. Log into Employee Navigator: [www.employeenavigator.com](http://www.employeenavigator.com)
2. Click on **Change Benefits** on your dashboard
3. Click **Submit a Life Event**
4. Select **Birth or Adoption** and complete the required information.
5. Choose coverage for your baby in each applicable plan.

**Required Documents:** Once you receive them please email me a copy of your baby's **Birth Certificate** (or legal document) and **Social Security Card**.

Please let me know if you have any questions. Congratulations again, and I look forward to assisting you during this special time!