

Congratulations on getting married! Here are the following steps to add your new family:

Benefit Enrollment: You have **30 days from the date of marriage** to add your spouse/step children to your benefit elections.

1. Log into Employee Navigator: www.employeenavigator.com
2. Click on **Change Benefits** on your dashboard
3. Click **Submit a Life Event**
4. Select **Marriage** and complete the required information.
5. Choose coverage for your baby in each applicable plan.

Required Documents: **Marriage License** and **Birth Certificates** for any step children you are adding.

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