




employee
NAVIGATOR

LPI, Inc. Group Benefits – How to Enroll in Coverage via www.EmployeeNavigator.com

1. Go to www.EmployeeNavigator.com and “**Login**” to your employee profile using button in upper right corner.
2. Sign in to EmployeeNavigator with the **Username & Password you were given by HR** during onboarding (or you may have received an email to register your profile initially).
 - If you’ve lost your password, use the “*Reset a forgotten password*” link to recover your employee profile. (HR cannot reset or retrieve your password for you.)
 - If you’re a new hire & have never logged in to EmployeeNavigator.com, use the “*Register as a new user*” link. Input your full first & last name, last 4 of SSN, your birthday, and the Company Identifier = LPI8327, to be able to create your employee profile.

3. Once logged in to your employee profile, click the green “**Start Enrollment**” button, and make choices for **all** of the options you have as an employee of LPI. (Even if you don’t want a particular benefit, you must tell the system you don’t want it by clicking the blue “**Don’t want this benefit**” option.)




Start Enrollment

- Input dependents you are covering on Step 3. of the enrollment flow.
4. Once you have made choices for **all** benefits, and you are on the last step of the enrollment flow, titled “**Enrollment Summary**”, be sure to click the green “**Click to Sign**” button to submit your elections!



Sign to complete enrollment



Click to Sign

LPI, Inc. Enrollment Support Call Center: 855-520-6769 (available 8:00am – 5:00pm EST)

Username Guidance: John Smith, born in 1970 likely has a username on Employee Navigator of jsmith1970. If this username format does not work, try your email.

Password Guidance: The last 4 of John's SSN is 1234, so his password is likely lpi1234!

