

# Diocese of Owensboro

## Online Enrollment using Employee Navigator - Employee Fact Sheet

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Access Employee Navigator online as follows:

- For CURRENT employees:
  - Go to Employee Navigator - <http://bas.employeenavigator.com/>
  - Type your username and password if registered from last year and select “login”.
  - Select “Reset a forgotten password” if you have forgotten your password from last year.
  - Select “Register as New User” at the bottom if you are not registered in Employee Navigator.
    - Complete the fields with the following information:
      - First Name (exactly as shown on W2 form)
      - Last Name
      - Company Identifier: Owensboro
      - PIN: Last 4 digits of SSN
      - Birth Date: mm/dd/yyyy
      - Create your own Username and Password, which will allow 24/7 access into the system. The password is a string of six characters, please make note of your user name and password for future reference.
      - See: START BENEFITS below
- For NEW Employees:
  - Go to Employee Navigator - <http://bas.employeenavigator.com/>
  - Select “Register as New User” at the bottom
    - Complete the fields with the following information:
      - First Name (exactly as shown on W2 form)
      - Last Name
      - Company Identifier: Owensboro
      - PIN: Last 4 digits of SSN
      - Birth Date: mm/dd/yyyy
      - Create your own Username and Password, which will allow 24/7 access into the system. The password is a string of six characters, please make note of your user name and password for future reference.
      - See: START BENEFITS below
- Select “START BENEFITS”:
  - **Personal Information** - Verify that ALL information from this point forward (Name, SSN, DOB, etc.) is EXACTLY as the information provided to the IRS and Social Security Administration as shown on your annual W2 Form. Make sure to update any information that needs a correction: Name, Gender, DOB, State and

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email (optional to use work or personal email but must enter at least one option), Dependent Information, etc. You will use the EDIT buttons located on the right of screen to make changes. Select “SAVE and CONTINUE” at the bottom of the screen once you have made all your updates.

- **Dependent Information** – Verify or add dependent information, if applicable. If adding dependent information click “add dependent +”. You will need Name, DOB and Social Security Number. Click “Save” after adding each dependent. After completing this section click “SAVE and CONTINUE”.
- **Medical** - Includes Medical, RX and Dental Coverage. You can enroll in this benefit or decline. If selecting a medical plan, click the appropriate plan or select “I don’t want this benefit” and select a reason for declination from the pull down menu. Make sure to pick the dependents at the top of the page if you are enrolling in family coverage. If selecting coverage click “Selected” and click “SAVE and CONTINUE” to go to the next benefit.
- **Vision** – You can enroll in this benefit or decline. If selecting a vision plan, make sure to pick the dependents at the top of the page, if applicable. If selecting coverage click “Selected” and select “SAVE and CONTINUE” to go to the next benefit. This benefit is a voluntary vision plan paid for by the employee.
- **Group Term Life/AD&D** —This benefit is offered at no cost to the Employee but you must click “SAVE” to ensure enrollment in this plan—EmployER Paid. You may add primary and contingent beneficiary information, then select “SAVE and CONTINUE” to go to the next benefit.
- **LTD**—This benefit is offered at no cost to the Employee but you must click “SAVE” to ensure enrollment in this plan— Employer Paid. Select “SAVE and CONTINUE” to go to the next benefit.
- **Short -Term Disability** - You can enroll in this benefit or decline. This benefit is a Voluntary Short-Term Disability insurance plan paid for by the employee. Select “SAVE and CONTINUE” to complete your enrollment.
- **Voluntary Life** – You can enroll in this benefit or decline. If selecting Life Coverage, select the applicable coverage amount for yourself and for your spouse or dependents, if applicable. This benefit is a Voluntary Life insurance plan paid for by the employee. Select “SAVE and CONTINUE” to complete your enrollment.
- **Critical Care** - You can enroll in this benefit or decline. If selecting Life Coverage, select the applicable coverage amount for yourself and for your spouse or dependents, if applicable. This benefit is a

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Voluntary Life insurance plan paid for by the employee. Select “SAVE and CONTINUE” to complete your enrollment.

Select “Agree” when you are finished with your open enrollment selections. If you are not finished, click “SAVE and Continue” and you can FINISH BENEFITS later.

- Required Tasks: Items that require your immediate attention and verification will be listed under this heading (such as Beneficiary Information).
- Resources: All specific benefit information, such as Summary Plan Documents, will be located under this heading.

\*\*\*Please print all information for your personal records.

\*\*\*You will receive a confirmation email, stating enrollment is complete once all elections have been entered. Should you have difficulty accessing any portion of the online system, please contact **your location’s business manager**.

Please note— You will be able to access the Home Page by clicking this image in the upper left-hand corner of Employee Navigator:



*Roman Catholic Diocese of Owensboro*

Other options, including Home Page and Log Out, are available by clicking on your name in the top right corner.

