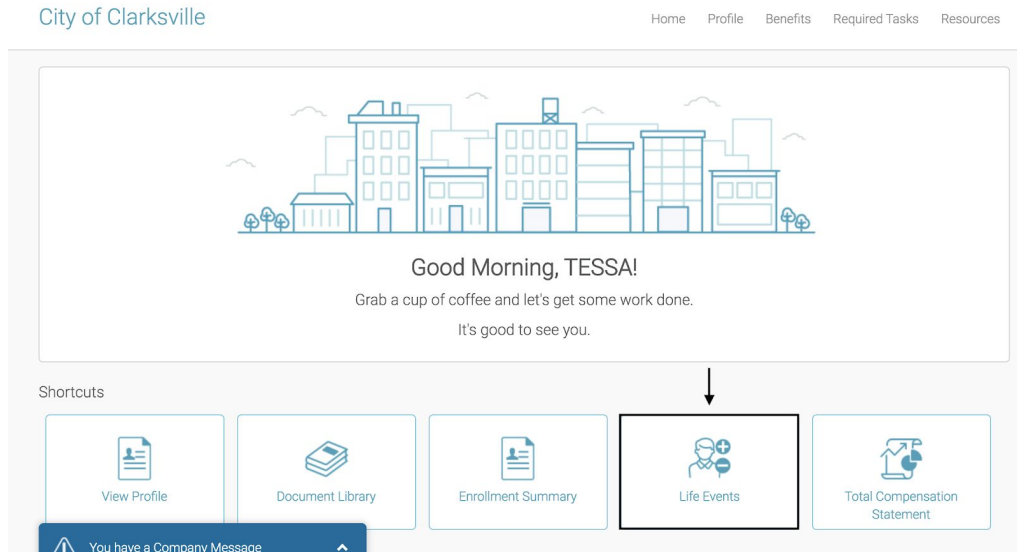


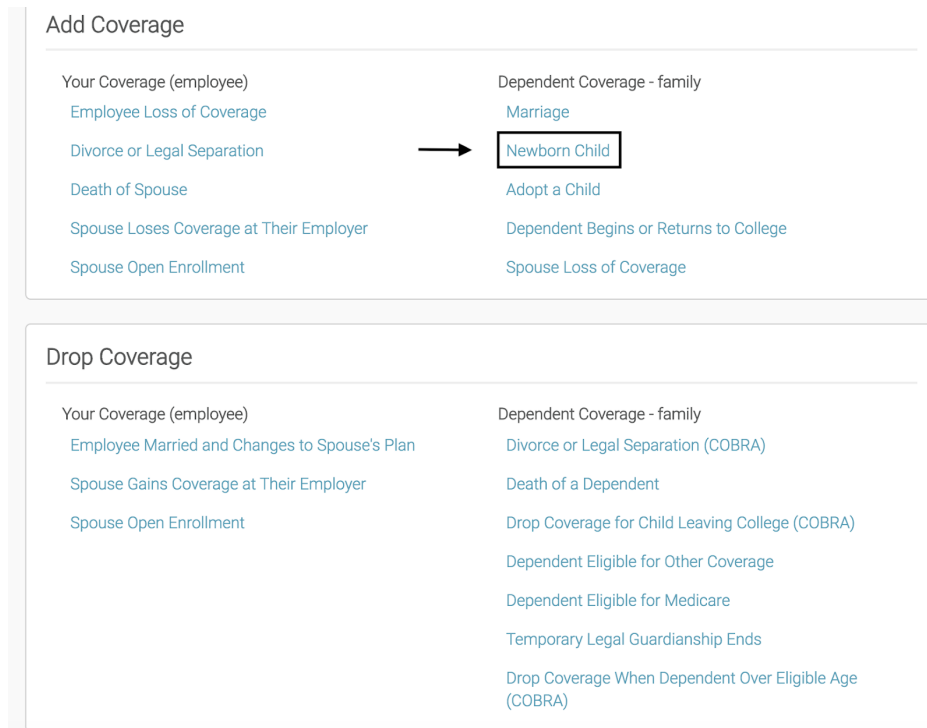
Life Events

1. Log into Employee Navigator via employeenavigator.com* and you will be brought to the home screen. Click “Life Events”

*If you have never logged into Employee Navigator, create an account with the company identifier: **CityClark**



2. You will then be brought to the following screen where you can select what life event you qualify for. For this example, I will be selecting “Newborn child”.



3. Then you will enter the dependent child's date of birth in the date of this event box. And then you will add the dependent's information. It is okay if you don't have a social security number for the newborn, you will need to add it once you receive it.

Newborn Child

Adding a new baby or child to your family brings change and responsibility as well as joy. Understanding how your benefits can change will help you make informed decisions and be the best parent you can be. Generally you have a limited number of days after the birth or adoption to change benefits, so don't miss the deadline. Otherwise, you must wait for the next open enrollment.

****NOTE****

Coverage will be added as of the date reported in the "Enter the date of this event" field.

Example: If the date is entered as 7/15, the coverage will be added with an effective date of 7/15

Enter the date of this event

← Date of birth

Select the dependent you wish to add

--Select-- or ←

Cancel Save

Dependent

First Name

Middle Name

Last Name

Suffix --Select--

Relationship Child

Gender Male Female

Date of Birth --Month-- --Day-- --Year--

Age

SSN

Fulltime College Student Yes No

Disabled

Tobacco User Yes No

Address Home

4. Once dependent information is added, you can select what plans you want to enroll them in. Select the plans you would like added and click save. Please remember wellness is the free clinic offered to all city employees and their dependents. You should always select wellness.

Enter the date of this event

Select the dependent you wish to add

 or [add a new one +](#)

Benefits

<input type="checkbox"/>	Medical will change from \$96.50 to \$132.30
<input type="checkbox"/>	Dental will change from \$19 to \$44
<input type="checkbox"/>	Wellness Medical will change from \$0 to \$0

[Cancel](#) [Save](#)

5. Once the dependent and selections have been saved you will see the screen below.

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****NOTE****

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[The dependent has been saved](#)

[Add Another](#) [Back](#)

6. The last step is to take a picture of the birth certificate or scan a copy and email it to HRBenefits@cityofclarksville.com We cannot approve your life event without proof of the event. This applies for all life events such as a marriage, divorce, death, spouse loses coverage, spouse gains coverage, etc.