

# Basic Tasks: Employees Registering as a New User

For an employee to register as a new user, visit <https://employeenavigator.com/benefits/Account/Login>.

Select **Register as a new user**.



Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

Employees will need to fill out all information exactly as it appears in Navigator.  
*Note: the company identifier field is case-sensitive.*

## Create Your Account

First, let's find your company record

First Name

Last Name

Company Identifier

*(provided by HR)*

PIN

*(Last 4 Digits of SSN / ID)*

Birth Date

*(mm/dd/yyyy)*

Next »

The employee will then create a username and password.  
*(We suggest making the username the same as a company email address)*

## Create Your Account

Then register a username and password

Username

*(company email is recommended)*

Password

*(minimum length of 6, number and symbol required)*

show it

I agree with the [terms of use](#)

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