

ELIGIBILITY

Who is Eligible?

If you are a B and B Maintenance, full-time employee, and work at least **30 hours** per week, you are eligible to enroll in the benefits described in this guide. The following family members are eligible as well:

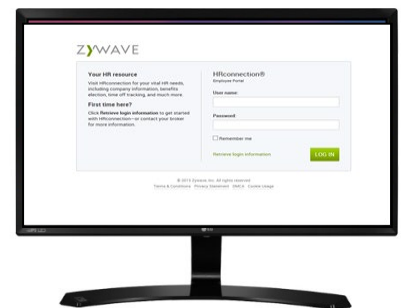
- Your Spouse
- Your dependent child(ren) who are age 26 or younger (until end of the month of 26th birthday)
- Your spouse's dependent child(ren) who are age 26 or younger (until end of the month of 26th birthday)
- Dependent child of any age who is physically or mentally handicapped (provided they meet certain requirements)

How to Enroll

Employees can enroll themselves and eligible dependents using B and B's employee self-service Benefits Portal sponsored by Employee Navigator in the following instances:

- Open Enrollment
- After fulfilling the new hire waiting period
- When you experience a Qualifying Event

**PLEASE NOTE:
DURING THE REGISTRATION
PROCESS, YOU ARE REQUIRED
TO ENTER THE LAST 4 DIGITES
OF YOUR SSN AND THE
COMPANY IDENTIFIER: *BBMaint***



Important

Under the requirements of the Affordable Care act, social security numbers are required for all dependents covered under an employer's benefit plans. Dependents without SSN's may have coverage terminated for non-compliance.

EMPLOYEE NAVIGATOR



B&B Maintenance Inc. uses the Employee Navigator system to enroll in benefits for the 2023-2024 plan year & moving forward. All future benefit elections, new hire elections, demographic changes, and life events will take place in Navigator. Below are the directions on how to enroll in your benefits online:

- Navigate to <https://gocgo.employeenavigator.com> & log in with your Username & Password
- If you haven't registered before, click 'Register as a new user'
- Input the information requested: Your First & Last Name, Company Identifier: **BBMaint**, PIN: Last 4 of your SSN, Birth Date
- Hit Next
- Create your Username & Password, and agree with the terms of use. Once complete, hit 'Next'
- Hit Continue on the next page
- Hit **Let's Begin** to start your Open Enrollment or New Hire Benefits!

- You will then view your homepage. Your homepage will allow you to view compliance documents, contacts, your profile with your demographic information, and will allow you to create a life event after Open Enrollment (if you get married, have a baby, lose your coverage, etc.)



The screenshot shows the Employee Navigator homepage. At the top, there is a navigation bar with the following links: B&B Maintenance Test (with a back arrow), Home (underlined), Profile, Benefits, Required Tasks, and Resources. Below the navigation bar, there is a main content area. On the left, it says "Hello, B&B Maintenance!" followed by "It's time to enroll. You have 33 days left to complete your elections." On the right, there is a "New Hire Enrollment" section with the status "Incomplete" and a green "Start" button. Below this, there are three large buttons: "View Profile" (with a person icon), "Document Library" (with a document icon), and "Total Compensation Statement" (with a document icon).

- Click the green **Start** button when you are ready to start your enrollment
- Click **Get Started** on the next page
- Review your personal information and make corrections, if necessary
- Click Save & Continue....you may also click 'View Steps' below the Progress bar on the right side of the page to see the enrollment steps & plans offered
- Review your address and make changes, if necessary. Hit 'Save & Continue'

EMPLOYEE NAVIGATOR



- Review your dependents, and add new ones, if necessary. These dependents will be the dependents enrolled in medical, dental & vision plans. If you are not enrolling dependents onto your plans, you do not need to enter them into the system.
- You will be taken to the medical page next. On each of the pages, please ensure you are selecting the correct dependents to cover on the benefits. You can click 'Select All' under 'Who am I enrolling?' if you want to cover all dependents
 - You can compare the plans offered and click 'Details' to learn more about the plans
 - On the right side of your page, you may view the plan you're currently enrolled in under 'My Selections' to help you make an easy decision!
- Hit 'Select' on the medical plan you'd like to enroll in or click the blue 'Don't want this benefit?' button & let us know why you are waiving the coverage.
- Continue this action for the remaining coverages
- After the Group Life coverage, enter in your beneficiaries in the system. You may copy your dependents already in the system! The allocation must reach 100% for any/all beneficiaries.
- Once all benefits have had an election made (either an enrollment or a waiver), and all steps have been completed, you will get to the Enrollment Summary page.
- On the Enrollment summary, review the plans & dependents you've elected & are covering. If all looks correct, please 'Click to Sign' and print your completed elections!

My Selections

Open Enrollment:

No election yet

Current:

2022-2023 Blue Choice Options Plan
MIBCO2050
\$58 per pay

Helpful Resources

[2023-2024 Blue Advantage HMO Plan MIBAV2130 Providers](#)

[2022-2023 Blue Advantage HMO Plan MIBAV2130 SBC](#)

[BCBSIL](#)

[BCBSIL - Provider Finder](#)

Enrollment Summary



Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.



Signature required

You've elected all your benefits, but we still require a signature before advancing.

Please review the acknowledgment below.

As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.



Sign to complete enrollment

[Click to Sign](#)