

**With iNavigator, employees enjoy convenient online access to benefits coverage 24 hours a day, seven days a week. You can update your personal profile, report life events, make eligible benefits elections and qualifying enrollment changes and have access to a complete document library.**

- ★ **BEGIN** using iNavigator by going to <https://www.marshallsterling.com/group-benefits/inavigator-login>
- ★ **FIRST TIME** users will select “Register as a new user” to create a User Name and Password. We highly recommend using a work email for your username, if possible, to help make it easier to remember. You will need your Company Identifier, which is: **NECSD**
- ★ **EXISTING** users will proceed by logging in with their username and password. See below if you have forgotten your username or password.

### To Enroll in Benefits

1. Click on “Start Benefits” on your employee home page.



2. Complete your personal information – please note all fields will be required. Click “Save and Continue”.
3. Complete dependent information. You can “add dependents” and fill out the needed information. When all dependents have been added, click “Save and Continue”
4. From here you will be taken one by one through each benefit your company offers. If a certain benefit allows dependents to be enrolled, you will see a section at the top “Who am I enrolling?”, where you can click off each dependent that you want to enroll on that individual plan.
5. You can select “Compare” to compare plans if more than one is offered, or click “Details” for information on an individual plan. There will be a column on the right for helpful resources, which will contain benefit summaries or any other needed information. As you make each selection, click “Save and Continue”
6. If any of your selections require forms to be filled out (i.e. a beneficiary form for a life insurance plan), these will be under the Forms section.
7. Lastly, upon completion of enrollment, you will be prompted to agree to your benefits, and may print a copy of your enrollment summary. Enrollment is not complete until you click “Agree” at the end of enrollment summary.

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 >

### Forgot Your Username and/or Password?

1. Click on “Reset Password”
2. Under “Employees”, select “Click Here”
3. Enter your username and select “Next”
  - a. If you have forgotten your username, click “Don’t know your username?” Otherwise, skip to step #4.
  - b. You will be asked for your company identifier (see above), first and last name, and your PIN, which is the last four digits of your SSN. Fill in these fields and select “Request a Reset”. You will see “Password Reset Has Started” and you will be prompted to check your email for instructions. Proceed with step #5.
4. Enter your birth year for verification. You will see “Password Reset Has Started” and you will be prompted to check your email for instructions.
5. Go to your email and click on “Password Reset” and enter new password. Select “Change Password” after entering. Don’t forget – passwords must be between 6 and 20 characters and include both a number and a symbol.
6. You should now be logged in and you will receive an email that your password has been reset.