

Sparrow Voluntary Benefit Self-Service Enrollment Instructions

Instructions to enroll in our Critical Illness, Accident, Hospital Indemnity plans, as well as Legal and ID Theft plans!

First Login and Account Setup:

For best results, please use Chrome to view the enrollment

Your Company Login address is:

<http://boss.employeenavigator.com>

When you first arrive, please click the link toward the bottom of the page for “**Register as new user**”

You will need to **Create Your Account** by completing the fields on the next page

Please make certain your answers are the same as on file with Sparrow HR (try to use the spelling of your name from your paycheck)

Your “Company Identifier” is **Sparrow Implementation**



Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

Create Your Account

First, let's find your company record

First Name

Just

Last Name

Testing

Company Identifier

(provided by HR)

PIN

(Last 4 Digits of SSN / ID)

8569

Birth Date

(mm/dd/yyyy)

01/01/1975

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Instructions to enroll in our Critical Illness, Accident, Hospital Indemnity plans, as well as Legal and ID Theft plans!

For your **username**, please enter your **email address**

The password must be 6 digits long and must include both a number and a symbol

You can click on “show it” to verify what you have typed

Click on the box next to “I agree with the terms of use” before proceeding

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](#)

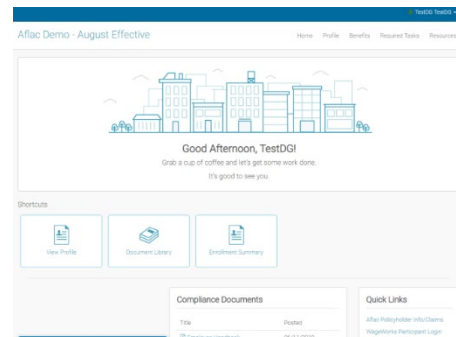
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Once you have created your account you will see a welcome message

You can now re-login at the same login address:

<http://boss.employeenavigator.com>

by entering your new username (email) and your new password



Questions or need more support?

Please call our enrollment partners at **1-855-421-9449!**