

Benefits Roadmap

Your guide to enrolling in benefits

We look forward to having all of our employees take a drive through our Online Benefits Center to select the benefits that best meet their needs. To simplify your journey, we've given you some easy to follow directions. Enjoy the ride!



Stop and Look Both Ways

Before you log in to the Online Benefits Center, you'll need to have some key information to avoid pit-stops along the way. You will need for you, your dependents, and your beneficiary(ies):

- A Social Security Number (SSN), and
- A Date of Birth



Dependent Checkpoint

You will now be prompted to review, add and/or update your dependent information. It is important to keep your dependent information accurate and up-to-date.



Choose Your Path

Use the "PROCEED" button to navigate through your benefits. On each screen you can review and/or change your benefit elections. Note: You will need to designate your beneficiary(ies) before you complete the online enrollment process.



Continue to Proceed in the Right Direction

Use the "PROCEED" button to navigate through your benefit options. On each screen you can review and/or change your benefit elections before they are submitted.



Carefully Review Your Route

You are nearing the end of your journey through the Online Benefits Center. At the "Review and Confirm Your Elections" screen, carefully review your benefit selections



The Journey's End

To complete the enrollment process, click on "SUBMIT". Your benefit elections will not be saved if you fail to click "SUBMIT". A benefit confirmation statement will be sent to your home address after you successfully enroll.



Start Your Enrollment Engines

Go to www.napebtbenefits.com, select *City of Flagstaff* from the drop down menu, and enter the first letter of your first name + your last name + the last 4 digits of your Employee Number as the Login ID. Your default password is your birthdate (MMDD). After accepting the "Terms of Use", you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access the Online Benefits Center.



ALEX

Visit ALEX®, our virtual benefits counselor for help with selecting the plan that's right for you. After walking through your options with ALEX, return to the Online Benefits Center to make your benefit selections.

Benefits Roadmap Key Information

Enroll Online:
www.napebtbenefits.com
(select *City of Flagstaff* from the drop down menu)

Login ID: the first letter of your first name + your last name + the last 4 digits of your Employee Number
Password: your birthdate (MMDD)

Need Technical Assistance With Your Enrollment Session? Call 1-800-307-0230.

