

Accessing Your Portal

1. Go to OneSource.EmployeeNavigator.com

2. Select “Register as a new user”

3. Enter the required credentials on screen:

First Name: (Legal First Name)

Last Name

Company Identifier: **BEN-HILL**

PIN: Last four of Social

4. Setting up your Username & Password

- Username can be anything. However our recommendation is that you use your school email
- Password must contain: Uppercase letter, lowercase letter, number, a special character and a minimum of 8 characters

5. After registering, you will be prompted to login using the credentials you setup!

6. Once logged in, you can review your benefits and make your elections!

The image shows three sequential screenshots of the OneSource Employee Navigator interface. The first screenshot is the registration page, featuring the OS logo, fields for Username and Password, a Login button, and links for 'Reset a forgotten password' and 'Register as a new user'. The second screenshot is the 'Verify Your Account' page, asking for 'First Name' (George), 'Last Name' (Washington), 'Company Identifier' (BEN-HILL), 'PIN' (1108), and 'Birth Date' (12/25/1988). The third screenshot is the 'Complete Account Registration' page, showing the user's details and a 'Login' button.

The image shows the OneSource Employee Navigator dashboard. At the top, there's a navigation bar with links like 'OneSource Demo', 'Home', 'Profile', 'Benefits', 'Required Tasks', and 'Resources'. The main content area features a 'Hello, OneSource!' message, a 'Start Enrollment' button, and a 'Shortcuts' section with links to 'View Profile', 'Document Library', 'Enrollment Summary', and 'Life Events'.

