



**THESE INSTRUCTIONS ARE ONLY NEEDED IF YOU NEED TO  
MAKE CHANGES TO HEALTH INSURANCE FOR 2020-2021**

*Screen Directions – RKXchange*

Log into the health insurance portal <https://ops.employeenavigator.com/benefits/login.aspx>

- Enter your user name & password  
(your username may be your email address, i.e. jane.doe@wcsdny.org)
- Welcome screen - click on the “Start Your Benefits” button.  
Note: There is a 2017 open enrollment video (under Resources-All Documents) available on this page to walk you through enrollment.
- Personal information screen – check for accuracy, hit save & continue.
- Dependent information screen – add dependent, check for accuracy, hit save & continue.
- Medical screen – scroll down and make sure the dependents you want covered are checked in the “Who Am I Enrolling?” section.
  - Pick the plan you want. Please note that your current choice (ie: 2019-2020) is on the right side of the screen.
  - If you are opting out of the health insurance, click on the “Don’t want this benefit” button at the bottom of the page. Hit save & continue.
- **Open enrollment is not completed until this final step is done.**