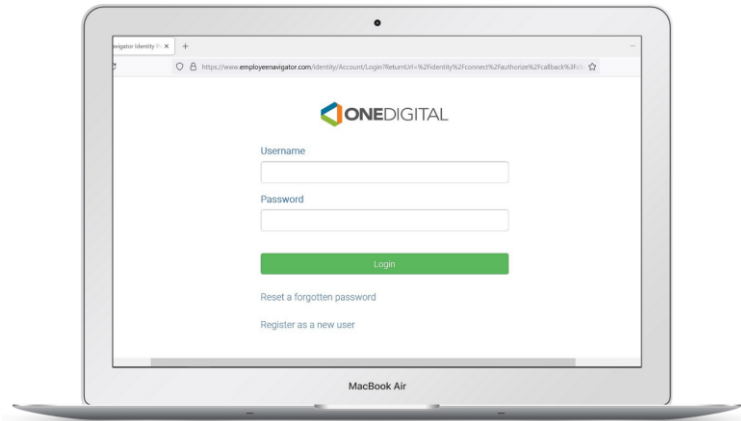


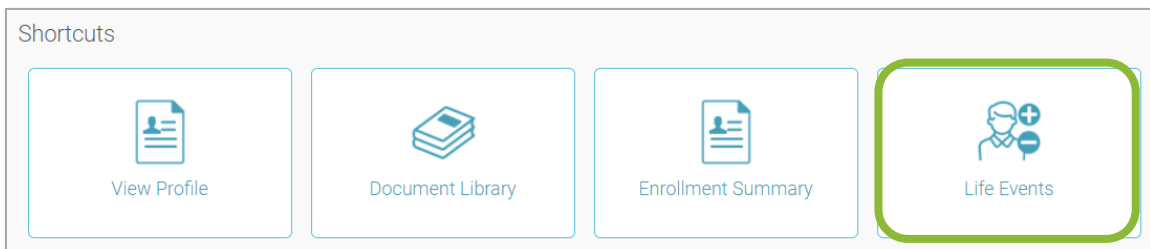
Examples of qualifying life events include loss of other coverage, gain of other coverage, marriage, birth, adoption, divorce or legal separation, court order add, death, etc.

All life events must be entered into the system **by the employee** within **30 days of the event**.



**Company Identifier: CedarCreek**

- 1) Log into Employee Navigator via: [onedigital.employeenavigator.com](https://onedigital.employeenavigator.com)
- 2) To submit a qualifying life event, click the Life Event icon from the Shortcuts menu. *You can also select the Benefits tab and the Life Events on the left toolbar.*



**FORGOT PASSWORD?** Click “Reset a forgotten password” under the Login button. On the next page, select “Click Here” under Employees. Enter your Username to reset your password. Enter your birth year. A password reset email will be sent to the email on file.

**FORGOT USERNAME?** Click “Reset a forgotten password” under the Login button. On the next page, select “Click Here” under Employees. Click “Don’t know your username.” Complete the fields (Company Identifier: **CedarCreek**) and an email will be sent to the email on file.

**NEED ASSISTANCE?** 216-520-3300 (toll free: 800-886-3315) option 2 or [cle-help@onedigital.com](mailto:cle-help@onedigital.com)