



USER GUIDE

You will be able to access this site shortly following your hire date. You will receive a "Welcome" e-mail from Employee Navigator prompting you to register.

Step 1 - Registering as a New User Under Your Employer

- A. Go to: www.employeenavigator.com
- B. Click on the LOGIN link in the upper right hand corner of the screen.
- C. Click on "Register as a new user"

RK Solution

Username	
Password	
	Login
Reset a forgotten passv	

Step 2 – Creating Your Account

It is important to note that you must enter your name exactly as it appears on official company records. For example, if your first name is legally Matthew, but you go by Matt, you must still enter your name as Matthew if that is how it appears on your employee records. If unsure, please check with Human Resources.

- A. Enter Your First and Last Name
- B. Enter the Company Identifier = **Lexington**
- C. Enter Your Pin This is the last 4 digits of your Social Security number.
- D. Enter Your Date of Birth (mm/dd/yyyy)

Create You	Account	
First, let's find	d your company record	
First Name		
Last Name		
Company Identifi	er	
(provided by HR)		
PIN		
(Last 4 Digits of SSN	1 / ID)	
Birth Date		
(mm/dd/yyyy)		
	Next »	

IMPORTANT NOTE: While creating your account (Step 2), you may receive a message that your record cannot be located. This may be due to a typo in your name, or a transposition of numbers in either your Date of Birth or Social Security number.

Should this occur, please contact the RKSolution Help Desk at (518) 244-4323 for assistance.

Step 3 - Creating Your Username & Password

- A. Create a Username. We recommend you use your personal email address.
- B. Create a Personalized Password must be a minimum of 6 characters, containing both a symbol and number.
- C. Click the Agree box.

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	
Next »	

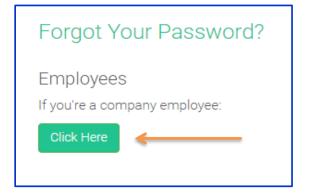


Forgot Your Password?

A. Go to the login screen
 (<u>https://employeenavigator.com</u>) and click on "Reset a forgotten password."



B. Click under Forgot Your Password





C. Enter Your Username. Remember, an email address was recommended.

Forgot Your Password?
First, let's look up your username.
Username
Next »
Don't know your username?
Has your admin started the reset for you?

D. Enter Your Birth Year (YYYY)

Forg	ot You	Passwor	d?	
Now, let's verify your birth year.				
Birth Y	ear			
1				

PLEASE NOTE: An email will be generated and sent to your email address previously listed. If you do not receive an email within a few minutes from the RKSolution, please contact the RKSolution Help Desk at (518) 244-4323 or at RKXchange@rkinsurance.com for assistance.

Your RKSolution Login Information
Your Company Identifier: lexington
Username:
Password:
Please retain in a secure and confidential
manner.