



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”

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)

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.



Forgot Your Password?

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

- B. Click under Forgot Your Password

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

- D. Enter Your Birth Year (YYYY)

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.