# NEW HIRE ENROLLMENT

New hire enrollment is available for 30 days from your hire date. Benefits will go into effect the day immediately following 30 days of employment. Your new hire enrollment elections will be completed in Employee Navigator. To get started, go to this website:

Ritalka.employeenavigator.com

If you have logged into the site previously, enter your username and password. Utilize the "Forgot Username" and "Forgot Password" links as needed.

If you have not logged into the site previously, click the "Register as a new user" link. You will be asked for personal identifying data as well as the following company identifier: **Ritalka**

***Please review the new plan information closely.*** After you have completed your enrollments, be sure to click the Agree button on your Enrollment Summary page.

Please do not hesitate to contact Human Resources at hr@ritalka.com you have any questions.




