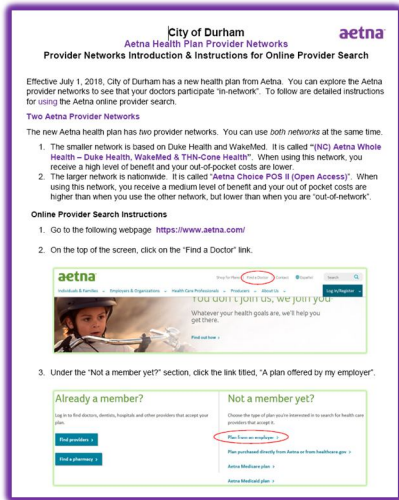# Benefits Enrollment System
PCP ID Number Instructions

These instructions are only for **New Hires** enrolling in benefits for the first time and for **Open Enrollment effective July 1, 2018**.

Call Aetna Customer Service at the phone number on your ID card **to change your Primary Care Physician** any time.

Lookup Your Aetna Primary Care Physician (PCP) ID Number

First, you must look up your and your covered family members' Primary Care Physicians in the Aetna online provider search tool.

Instructions for using the Aetna online provider search tool are located on the Human Resources page of CODI and in the Employee Benefits Guide.

You must write down the Aetna "Provider ID #" for your and your covered family members' Primary Care Physicians. You will need to type the number into the benefits enrollment system called Employee Navigator.

Enter Your Primary Care Physician Number in Employee Navigator

Login to the Employee Navigator benefits enrollment system at **www.employeenavigator.com**

Login instructions are located on the Human Resources page of CODI and in the Employee Benefits Guide.

The Primary Care Physician screen is located under the Forms Section of the benefits enrollment screens.

Type: Select "Medical"

PCP ID: Type in the seven digit Aetna "Provider ID #"

Leave the rest of the fields blank. Click the "Save" button.

Questions?

Contact **HR Connect** at 919-560-4214 Option 1 or at HRConnect@DurhamNC.gov