

# Online Enrollment Instructions



Enrollment for your Flexible Spending Arrangement benefits will be available online through Navia Benefit Solutions.

**Step 1:** Visit [www.NaviaBenefits.com](http://www.NaviaBenefits.com), and click the login or register link located in the top right corner of the page.

If you are not already registered for online account access you will need to complete registration prior to making an election. Go to **Step 2**.

If you are registered for online account access, go to **Step 3**.

**Step 2:** Register your account. After selecting the link to register on the homepage, click section that says, "I'm a participant" to proceed to the registration form. You will need the following information to register your account:

- Employer Code (contact Navia if you don't know your employer code)
- First initial and last name
- Date of Birth
- Email Address

Enter the username that you would like to use, complete the security questions, and click register. Shortly after registering for online access you will receive an e-mail containing a link allowing access to the participant portal. Click the link to access the portal and establish your account password. Please be aware that this link will expire in 8 hours. If you need to have a link resent, you will need to complete the registration form again.

**Step 3:** Once you're logged in to the Participant Home page, scroll down to the 'My Tools' section and select the 'Online Enrollment' icon. On the following page select 'enroll online now!'.

**Step 4:** Select the checkbox for each benefit you would like to enroll in and enter the total amount you'd like to elect for the plan year. Once your elections are set, please read Navia's Terms and Conditions and check the box to agree. Click 'submit online enrollment!' to complete the online enrollment process.

**Step 5:** Once the submission is successful you will be taken to a confirmation page summarizing your elections for the upcoming plan year. You will also receive an email confirmation summarizing your benefits.

## You're done!

If you need to edit or delete your election(s), select the "**Edit My Elections**" link to update your FSA elections(s). You will only be able to edit or delete your election(s) during the above open enrollment period.

**Contact Navia Benefit Solutions  
Monday – Friday 5am to 5pm (PST)**

Call: (425)452-3500 or (800)669-3539

Email: [customerservice@naviabenefits.com](mailto:customerservice@naviabenefits.com)