

GoNavia Sign-Up Instructions

Commuting to Work is Easier with the GoNavia Program

Learn how to register online and place monthly orders.

The GoNavia Program allows you to pay for work related transportation costs with pre-tax dollars.

To place your first order, you will need to log in to your online account at www.naviabenefits.com. If you have already registered, you will see a new link to GoNavia Commuter Benefits after login.

Registering Your Account

If you are new to Navia Benefit Solutions, visit www.naviabenefits.com, click "Register" in the upper-right corner of the screen and select "I'm a participant."

You will need your 3 character employer code. Your employer code is:

925

Shortly after completing the online form, you will receive an email confirmation to complete your registration. Once registration is complete, follow the instructions on the right to place your GoNavia Commuter Benefit order!

Placing a Commuter Order

Step 1: Login as a participant to www.naviabenefits.com. If you have not registered yet, you will need to complete the registration process.

Step 2: Once logged in, select the "GoNavia Commuter Orders" link under the "My Tools" section after scrolling down the screen.

Step 3: Select your benefit.

Step 4: Enter the dollar amount for your order.

Step 5: Select the months you would like to have your order recur

Step 6: Once you've confirmed your order and agreed to the terms and conditions, select "place my order"

You're finished! You will receive a confirmation email once your order has been submitted.

****THE DEADLINE TO PLACE YOUR MONTHLY ORDER IS THE 1st OF EACH MONTH PRIOR TO THE BENEFIT MONTH. (EXAMPLE: AN ORDER FOR AUGUST MUST BE PLACED BY JULY 1ST)****

Need help signing up for GoNavia?

Visit Us Online

www.naviabenefits.com

Call Us

(800) 669-3539

Monday - Friday (5AM - 5PM PST)

Email Us

customerservice@naviabenefits.com