

# Online Enrollment Instructions



Enrollment for your Flexible Spending Arrangement benefits will be available online through Navia Benefit Solutions from **October 10, 2016 through November 4, 2016.**

**A monthly processing fee of \$3.50 (District to pay \$1.75 and employee to pay \$1.75 via payroll deduction) is required for this pre-tax reimbursement account.**

**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.

**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:

- Last name and first initial
- Company Code: **EGU**
- Date of birth

Shortly after registering for online access you will receive an e-mail confirmation with a temporary password. Use this password to access your account for the first time. You will then be asked to create a unique password for your account.

If you are not able to register, please contact EGUSD Compensation & Benefits office at (916) 686-7778, option 2. Staff is available Monday – Friday from 8:00-5:00 p.m.

**Step 3:** Log in to your online account and check:

- ✓ Personal Information
- ✓ Please update the generic mailing address on file to your current address. You will not be issued any debit cards until your address is updated.
- ✓ Plan enrollment (including dates, maximums and enrollment status)
- ✓ Current elected benefit information

**Step 4:** To enroll, select the link "**Enroll Now**" located underneath your address. Populate all the desired benefits with your election(s) for the new plan year.

**Step 5:** Confirm your election and do not forget to read and agree to the 'Compensation Redirection Agreement and Election Certification.' After confirming the agreement and submitting, your FSA election(s) will populate on your personal information page.

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)