



## Participant Online Registration Instructions –

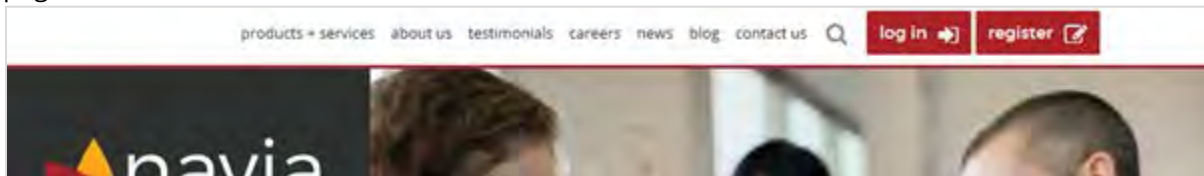
Enrollment for your FSA benefits will be available online through Navia Benefit Solutions  
10/9/2017 – 11/3/2017

**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.**

Registering online will give you access to helpful tools and resources that will empower you to manage your benefits with ease!

- View benefit transactions and balance
- Update personal information
- Access plan forms and materials
- Upload claims and supporting documentation
- Check claim status
- Access to the MyNavia smartphone app

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



**Step 2:** On the following page, select "I'm a Participant"

**Step 3:** Enter the required information, choose a unique username. You will need your 3 character employer code (**EGU**) in order to register.

**Step 4:** Set the answers to 3 security questions, confirm you have read and agree to Navia's Privacy Policy and Terms and Conditions and then select "Submit".

**Step 5:** You will receive an email with a link you must select to complete your registration. After selecting the link you will be asked to set a password. The password must be at least 8 characters long and contain at least 3 of the following types of characters:

- Uppercase letter
- Lowercase letter
- Numeric
- Special character