



## 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](http://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](http://www.naviabenefits.com), click the Register in the upper-right corner of the screen and select "I'm a participant."

You will need your 3 character employer code. The code for Community College of Philadelphia is **PHI**.

Shortly after completing the online form you will receive an email confirmation to complete your registration.

**Step 1:** Login as a participant to [www.naviabenefits.com](http://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.

**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 20<sup>TH</sup> OF EACH MONTH\*\***

**Need help signing up for GoNavia?**

**Visit Us Online**  
[www.naviabenefits.com](http://www.naviabenefits.com)

**Call Us**  
(800) 669-3539  
Monday – Friday (5AM – 5PM PST)

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