



Flexi-Commuter Sign-up Instructions

Commuting to work has never been easier with your company's Flexi-Commuter benefit program.

Learn how to register and order your products through our online transit platform for all your commuting needs.

The *Flexi-Commuter* program is a service where you can go online through the Navia Benefits website to order your transit pass or parking benefits and have it delivered straight to your home. Your passes will arrive before the end of the month and ready for you to use.

Unlike traditional reimbursement plans where you make an election, purchase your benefits and then submit a claim for a reimbursement, the *Flexi-Commuter* program expedites the whole process by allowing you to order the product directly from one website and have it delivered straight to your home. The cost of the pass is deducted from your paycheck pre-tax.

In order to place your first order, you will need to register for your online account at www.naviabenefits.com. Participants who have other benefits with Navia may have registered their accounts already and will see the link to the ordering platform when they log in.

Registering Your Account

If you are new to Navia Benefit Solutions visit 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, [[CoCode]] in order to register. Shortly after completing the online form you will receive an email confirmation to complete your registration.

****THE DEADLINE TO PLACE YOUR MONTHLY ORDER IS ON YOUR HOME SCREEN****

Step 1: Visit www.naviabenefits.com, choose the "Participant" tab and select the link "Manage My Account" and register your account. Existing online account users just log in as normal.

Step 2: Once logged in, access the ordering platform through the *FLEXI-COMMUTER* link.

Step 3: Go to "Place An Order" on the top menu bar and select Transit, Parking or Vanpool.

Step 4: To select your transit products, you must begin by entering the name of your preferred transit authority, your ZIP code or by selecting one of the prepopulated results (i.e. MTA, NYCT, 98033 etc.). You will then choose the specific product you need. If you are unsure which product is best for you, please feel free to contact us for general product options.

For parking orders, multiple visual maps with their corresponding location information will be provided to choose from. If your preferred merchant is not listed, the link below allows you to provide your specific location details. For vanpool, prepopulated results are listed, as well as the option of searching by zip code or specific vanpool authority.

Step 5: Confirm your order and the delivery address, then click "purchase". You're finished!

Contact Customer Service

Customer service is available Monday through Friday from 5:00 am to 5:00 pm, PT.

You can reach customer service toll-free at (800) 669-3539 or email at questions@naviabenefits.com.