



## Online Enrollment Instructions

Enrollment or reenrollment in the Medical Flexible Spending Arrangement (FSA) or Dependent Care Assistance Program (DCAP) is only available online through Navia Benefit Solutions during the PEBB Program's annual open enrollment period, **November 1–30, 2018**, for a January 1, 2019, coverage effective date.

**Exception:** Navia's online enrollment is not available to University of Washington (UW) employees. UW employees must enroll through Workday.

**Step 1:** Visit [pebb.naviabenefits.com](http://pebb.naviabenefits.com).

- **If you are not registered for online account access:** Go to **Step 2** to complete registration.
- **If you are already registered for online account access:** Go to **Step 3**. If you forgot your username or password, click on 'forgot username' or 'forgot password.'

**Step 2:** Register your account. First-time users, choose the 'register' link on the top right corner of the screen. You will need the following information to register your account:

- First initial
- Last name
- Last four digits of your SSN (or last four digits of your Employee ID if higher-education)
- Date of birth
- Email address
- Choose a username

After setting up your security questions, accepting terms and conditions, and selecting 'submit,' you will receive an email confirmation with a link to a secure page to establish your password. This link will expire in 8 hours. If you need to have a link re-sent, you will need to complete the registration process from the beginning.

**Step 3:** Choose the 'log in' link on the top right corner of the screen to access your online account and review your personal information to ensure it's accurate.

**Step 4:** Select 'enrollment' at the top of the page, then select 'enroll online.' Select the 'Online Enrollment' icon located in your My Tools section. Review the benefit details and the online enrollment information displayed, then select 'enroll online now!'

**Step 5:** Select the benefits you want (Medical FSA and/or DCAP), then populate with your annual election(s) for the new plan year. Benefit information, including maximum election amounts, is displayed at the bottom of the page.

**Step 6:** Read and agree to the terms and conditions. By reading and agreeing to the terms and conditions, you are confirming your benefit election(s) and enrollment for the Medical FSA and/or DCAP programs for the 2019 plan year. **Make sure to review your elections and benefit enrollment choice(s) carefully before confirming.** After confirming the agreement and submitting your Medical FSA and/or DCAP election(s), you will see the 'Online Enrollment Confirmation' screen, which will show your benefit elections. Additionally, Navia Benefit Solutions will send you an email confirmation. Please keep the confirmation for your records.

If you need to change or delete your elections or enrollment choice(s), follow Steps 4-6 above to make your changes. You will only be able to change or delete your election amount(s) or enrollment choice(s) during the November 1–30, 2018 open enrollment period.

**Visit:** [pebb.naviabenefits.com](http://pebb.naviabenefits.com)

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

**Customer Service:** (425) 452-3500 or (800) 669-3539