

Step 1

Login to your account at www.naviabenefits.com

Step 2

Under the "My Tools" section, click "GoNavia Commuter Orders"

My Tools

Click on an icon to access and maintain your plan.



Submit a Claim



GoNavia Commuter Orders



Access My HSA

Step 3

Click "Place an Order for Transit"



Place an order for Transit

Step 4

On the ordering page, select the option to process the order onto a transit agency pass or card.

GoNavia Transit/Vanpool Benefit Order

Fill in the information below to place an order for your GoNavia Transit/Vanpool Benefit. Remember, the last day to place or change an existing order for November is **10/20/2016**.

Are you placing an order for vanpool?

- Yes
 No

Maximum Pre-Tax Order Amount: \$255.00 *

* Any amounts in excess of \$255.00 will be deducted from your paycheck post-tax up to \$245.00. Your employer provides a 100% subsidy on the pre-tax portion of your Transit Benefit order.

How would you like us to process this order?

- Load this amount to my Navia Benefits Debit Card
 NEW! Load this amount to a transit agency pass or card [Learn more](#)

Step 5

Select the transit agency, choose your agency product, and provide your agency card/pass number.

Select if this is a one-time order, or a recurring order.

Place your order!

Transit Agency:

Clipper

Do you have an existing card or pass from this transit agency?

- Yes Enter your card/pass number here: 
12345678910
 No

Product:

\$1.00 Clipper Pass

Enter the quantity for each product:

1 @ \$40.00

Order Total: \$40.00
Estimated Subsidy Amount: \$40.00