

## GoNavia Parking Benefit

The GoNavia Parking Benefit allows employees who commute to and from work to receive pre-tax funds to pay for their work-related parking expenses. Eligible expenses include:

- Parking costs associated with a lot at or near the place of business
- Parking costs from a lot that is at or near the place of commute (i.e. rideshare, carpool, vanpool)

### How it works:

Simply log in at the Navia website ([www.naviabenefits.com](http://www.naviabenefits.com)), select the "GoNavia Commuter Benefits" link, and follow the prompts to place your order.

Your parking order will be loaded onto your Navia Benefits Card before the 1<sup>st</sup> of the order month. The card may be used at any parking vendor that accepts MasterCard™. If you have a Navia Benefits Card with your current employer, you already have the card you need! If you have not been issued one before, we will mail one to you with your first order. Future orders will be loaded onto the same card. Any unused funds may be used in subsequent months.

All orders and changes must be completed by 11:59 pm PST on the 20<sup>th</sup> day of the month prior to the month you would like to receive your benefit. For example, if you are planning on utilizing the benefit for the month of February, you would need to place your order by January 20<sup>th</sup>.

If you have placed a recurring order, you will receive a friendly email on the 10<sup>th</sup> of each month to remind you to check your order settings and make changes as necessary before your order deadline.

### Here are some FAQ'S about the program:

**Q:** When will my Navia Benefits Card be sent to me?

**A:** If you already have a Navia Benefits Card your parking funds will be loaded to your current card—there's no need to wait for a new one. If you don't have a card one will be mailed to you once you submit your first order. Remember, this card will be the same card if you are enrolled in other benefits with Navia.

**Q:** Do I have to log in to place my order each month?

**A:** No. The GoNavia Benefit allows you to place a one-time order or to set your order to recur for the months of your choice. If you have selected recurring orders, you will receive a friendly email on the 10<sup>th</sup> of each month to remind you to check your order settings and make changes as necessary before your order deadline.

**Q:** What happens to the parking balance on my Navia Benefits Card at the end of the benefit month?

**A:** The balance will roll over from month-to-month as long as you are an active employee and remain eligible for this benefit. Keep in mind that these funds may only be used to pay for parking related expenses. They may not be used to pay for expenses covered by another benefit. Upon termination, your Navia Benefits Card will be shut off and any unused balance on the cards will be forfeited.

***Still have questions on how the GoNavia Parking Benefit works?***

*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)