



Online Enrollment Instructions



Enrollment for your Flexible Spending Arrangement benefits will be available online through Navia Benefit Solutions from **11/14/2016 through 12/9/2016.**

Step 1: Visit www.NaviaBenefits.com, and click the login or register link located in the top right corner of the page.

If you are not already registered for online account access you will need to complete registration prior to making an election. Go to **Step 2.**

If you are registered for online account access, go to **Step 3.**

Step 2:

Registering your Account:

After selecting the link to register on the homepage, click section that says, "register on participant portal," to proceed to the registration form. You will need the following information to register your account:

- Company Code: **RHI**
- First initial and last name
- The last four digits of your SSN
- Date of Birth
- Email Address

Enter the username that you would like to use, complete the security questions, and click register. Shortly after registering for online access you will receive an e-mail containing a link allowing access to the participant portal. Click the link to access the portal and establish your account password. Please be aware that this link will expire in 8 hours. If you need to have a link resent, you will need to complete the registration form again.

Step 3: Log in to your online account and check:

- ✓ Personal Information
- ✓ Plan enrollment (including dates, maximums and enrollment status)
- ✓ Current elected benefit information

Step 4: To enroll, select the link "**Enroll Now**" located underneath your address. Populate all the desired benefits with your election(s) for the new plan year.

Step 5: Confirm your election and do not forget to read and agree to the 'Compensation Redirection Agreement and Election Certification.' After confirming the agreement and submitting, print this screen! Once complete your FSA election(s) will populate on your personal information page.

If you need to edit or delete your election(s), select the "**Edit My Elections**" link to update your FSA elections(s). You will only be able to edit or delete your election(s) during the above open enrollment period.

If you are a new employee and did not receive a paycheck on November 4th, you must submit a paper enrollment form. Please request a paper enrollment form from: Karen.Audette@doa.ri.gov.

**Contact Navia Benefit Solutions
Monday – Friday 5am to 5pm (PST)**

Call: (425)452-3500 or (800)669-3539

Email: customerservice@naviabenefits.com