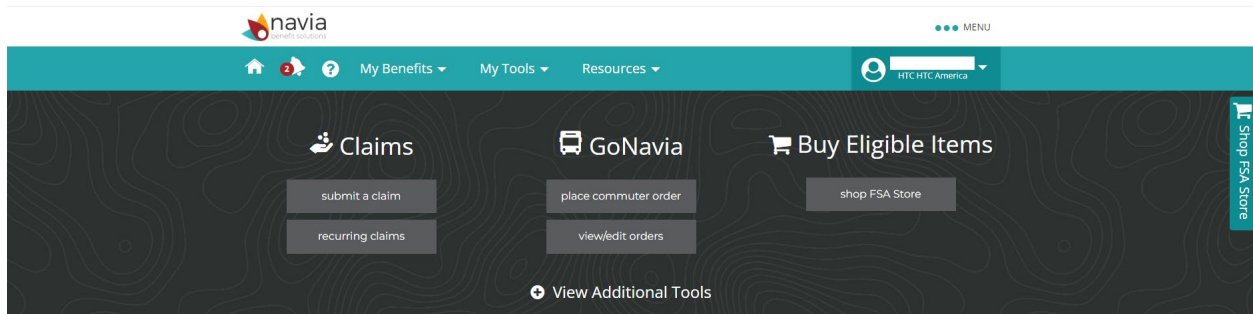


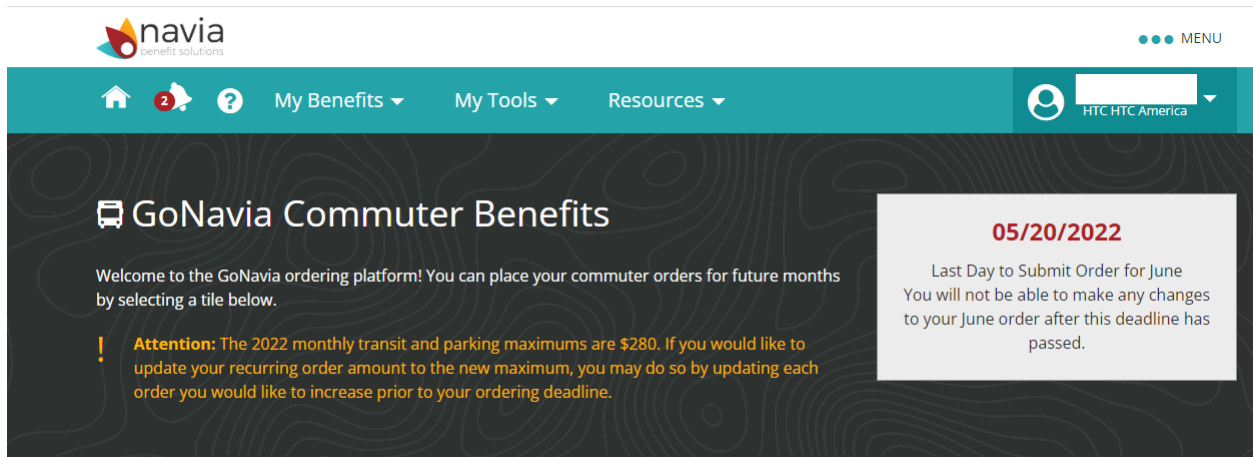
Instructions for setting up Go Navia Benefit 2022

After logging into the Navia portal select the Go Navia “place a commuter order”



This will open the option to place an order for either transit or parking benefit. You must “place an order” for one or the other benefit in order to receive the employer Subsidy as of June 1st 2022.

Please note the deadline for all submissions is 05/20/2022, is recommended that you place your order no later than May 15th to allow for information to be processed.



My Commuter Benefits [? Questions?](#)

GoNavia Transit/Vanpool Benefit		05/20/2022 Last Day to Submit order for June	Current Balance	\$37.50
Current Orders				
Month	Amount	Recurring?	Order Type	Actions
+ June 2022		Yes	Card	

Instructions for setting up Go Navia Benefit 2022

Full screen of placing a Go Navia order for parking benefit:

navia
benefit solutions

HOME 2 ? My Benefits My Tools Resources

HTC, HTC America

Place a GoNavia Parking Order

Welcome to the GoNavia ordering platform! You can place your commuter orders for future months by selecting a tile below.

1 Existing Orders

Attention: The 2022 monthly transit and parking maximums are \$280. If you would like to update your recurring order amount to the new maximum, you may do so by updating each order you would like to increase prior to your ordering deadline.

05/20/2022
Last Day to Submit Order for June
You will not be able to make any changes to your June order after this deadline has passed.

New Parking Order [? Questions?](#)

How would you like to process this order?

Load to Navia card
order will be added to Navia debit card

Mobile App Parking
load Navia card to use on Spot Hero parking app

Order Amount

\$ 100.00

Current Balance **\$239.10** [View account statement](#)

Please note- once the funds are loaded to the Navia debit card, you must utilize the funds via the card. We will not reimburse any orders placed on Navia debit card

Maximum Pre-Tax Order Amount: \$280.00

Order Occurrence [What's this?](#)

single month

recurring monthly

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022	\$100.00		Card	\$25.00	\$75.00	\$0.00

I have read and agree to Navia's [terms and conditions](#)

Submit

Cancel

Instructions for setting up Go Navia Benefit 2022

Select how you would like your order processed, either *Load to Navia Card* or *Mobile App Parking*; both of these options will load your monthly order amount to the Navia benefits card. Tip:

- If you choose the mobile app, you will need to log into the Spot Hero application and enter in your Navia benefits card information as the form of payment for your parking expenses related to your commute to or from work.

The screenshot shows the GoNavia website dashboard. At the top, there is a teal navigation bar with icons for home, notifications (2), help, and menu items: "My Benefits", "My Tools", and "Resources". On the right, there is a user profile icon and the text "HTC HTC America". The main content area has a dark background with the heading "Place a GoNavia Parking Order". Below the heading, it says "Welcome to the GoNavia ordering platform! You can place your commuter orders for future months by selecting a tile below." There is a "1 Existing Orders" section with an attention icon and text: "Attention: The 2022 monthly transit and parking maximums are \$280. If you would like to update your recurring order amount to the new maximum, you may do so by updating each order you would like to increase prior to your ordering deadline." On the right side, there is a yellow box with the date "05/20/2022" and text: "Last Day to Submit Order for June. You will not be able to make any changes to your June order after this deadline has passed."

The screenshot shows the "New Parking Order" selection screen. It has a title "New Parking Order" with a "Questions?" link. Below the title is the question "How would you like to process this order?". There are two main options: "Load to Navia card" (highlighted with a red border) and "Mobile App Parking". The "Load to Navia card" option includes an icon of a card and the text "order will be added to Navia debit card". The "Mobile App Parking" option includes an icon of a smartphone and the text "load Navia card to use on Spot Hero parking app".

Select Order Amount \$100.00 is employer subsidy:

Order Amount

The screenshot shows the "Order Amount" input field. The field contains the value "\$ 100.00". Below the field, it says "Current Balance \$239.10" and there is a "View account statement" link. Below that, there is a note: "Please note- once the funds are loaded to the Navia debit card, you must utilize the funds via the card. We will not reimburse any orders placed on Navia debit card".


Maximum Pre-Tax Order Amount: \$280.00


Select either single month or recurring event:

Instructions for setting up Go Navia Benefit 2022

*tip: if you plan to have the subsidy applied to the same place from month to month set recurring event (you can also set specific months from this location)

Order Occurrence [What's this?](#)


single month


recurring monthly

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022	\$100.00		Card	\$25.00	\$75.00	\$0.00

I have read and agree to Navia's [terms and conditions](#)

Submit

Cancel

Order Amount

\$ 100.00


Current Balance **\$239.10**


[View account statement](#)

Please note- once the funds are loaded to the Navia debit card, you must utilize the funds via the card. We will not reimburse any orders placed on Navia debit card

Maximum Pre-Tax Order Amount: \$280.00

Order Occurrence [What's this?](#)


single month


recurring monthly

Select Applicable Months

Jan Feb Mar Apr May Jun [select all](#)

Jul Aug Sep Oct Nov Dec [clear all](#)

Instructions for setting up Go Navia Benefit 2022

Order Amount

<input type="text" value="\$ 100.00"/>	Maximum Pre-Tax Order Amount: \$280.00
Current Balance \$239.10 View account statement	
Please note- once the funds are loaded to the Navia debit card, you must utilize the funds via the card. We will not reimburse any orders placed on Navia debit card.	

Order Occurrence [What's this?](#)

 single month	 recurring monthly
---	--

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022	\$100.00		Card	\$25.00	\$75.00	\$0.00

I have read and agree to Navia's [terms and conditions](#)

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Click submit to finalize your order

Instructions for setting up Go Navia Benefit 2022

Screen Shot: Instructions for Go Navia Transit/Vanpool Order

navia MENU

Home My Benefits My Tools Resources HTC HTC America

Place a GoNavia Transit/Vanpool Order

Welcome to the GoNavia ordering platform! You can place your commuter orders for future months by selecting a tile below.

1 Existing Orders

Attention: The 2022 monthly transit and parking maximums are \$280. If you would like to update your recurring order amount to the new maximum, you may do so by updating each order you would like to increase prior to your ordering deadline.

05/20/2022

Last Day to Submit Order for June
You will not be able to make any changes to your June order after this deadline has passed.

New Transit/Vanpool Order [Questions?](#)

How would you like to process this order?

Apply to my Vanpool
order will be delivered via check/direct deposit

Load to Navia card
order will be added to Navia debit card

Mobile App Ridesharing
load Navia card to use on UberPOOL/Lyft Shared Rides

Order Amount

\$

Current Balance **\$37.50** [View account statement](#)

Maximum Pre-Tax Order Amount: \$280.00

Order Occurrence [What's this?](#)

single month

recurring monthly

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022						

I have read and agree to Navia's [terms and conditions](#)

Order

Instructions for setting up Go Navia Benefit 2022

Select one of the following options:

Apply to Vanpool in which case this payment will be issued by check or direct deposit

Load to Navia Card

Load to Navia card to use on Mobile App Ridesharing such as UberPOOL or Lyft Shared Rides

- Tip: once funds are moved to card they cannot be issued as a reimbursement from that resource directly.

The screenshot shows the GoNavia web application interface. At the top left is the Navia logo with the tagline "benefit solutions". To the right is a "MENU" button with three dots. Below the logo is a teal navigation bar with icons for Home, a notification bell with "2", a question mark, and dropdown menus for "My Benefits", "My Tools", and "Resources". On the right side of the navigation bar is a user profile for "Ariana L. Poltz, HTC HTC America". The main content area has a dark background with a white car icon and the heading "Place a GoNavia Transit/Vanpool Order". Below this is a welcome message: "Welcome to the GoNavia ordering platform! You can place your commuter orders for future months by selecting a tile below." There is a section for "Existing Orders" with a red exclamation mark icon and an attention notice: "Attention: The 2022 monthly transit and parking maximums are \$280. If you would like to update your recurring order amount to the new maximum, you may do so by updating each order you would like to increase prior to your ordering deadline." On the right side of the main content area is a white box with a red date "05/20/2022" and the text: "Last Day to Submit Order for June. You will not be able to make any changes to your June order after this deadline has passed."

The screenshot shows a selection screen titled "New Transit/Vanpool Order" with a "Questions?" link. The question is "How would you like to process this order?". There are three options, each with an icon and a description:

- Apply to my Vanpool**: order will be delivered via check/direct deposit (Icon: car with people)
- Load to Navia card**: order will be added to Navia debit card (Icon: credit/debit card)
- Mobile App Ridesharing**: load Navia card to use on UberPOOL/Lyft Shared Rides (Icon: smartphone)

Instructions for setting up Go Navia Benefit 2022

To receive your employer subsidy you must place an order for the benefit.

Order Amount

\$ 100.00

Current Balance \$37.50 [View account statement](#)

Maximum Pre-Tax Order Amount: \$280.00

Order Occurrence What's this?

 single month

 recurring monthly

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022	\$100.00			\$25.00	\$75.00	\$0.00

*tip: if you plan to have the subsidy applied to the same place from month to month set recurring event (you can also set specific months from this location)


Order Amount


\$ 100.00

Current Balance \$37.50 [View account statement](#)

Maximum Pre-Tax Order Amount: \$280.00

Order Occurrence What's this?

 single month

 recurring monthly

Select Applicable Months

Jan Feb Mar Apr May Jun [select all](#)

Jul Aug Sep Oct Nov Dec [clear all](#)

New Order Summary

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
June 2022	\$100.00	<input checked="" type="checkbox"/> Yes		\$25.00	\$75.00	\$0.00

Recurring Months: January, February, March, April, May, June, July, August, September, October, November, December

I have read and agree to Navia's [terms and conditions](#)

Submit

Cancel

Finally click submit to finalize your order .