



# SEBB Employer Education Session

## Navia Employer Portal

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from Navia Benefit Solutions

# What's changing?

The SEBB benefits administrators, who currently work with Navia on FSA/DCAP administration, will gain limited access to Navia's employer web portal starting July 13, 2022.

Through this portal, you will securely upload monthly payroll deduction files and member forms to enroll, change status, or terminate coverage.

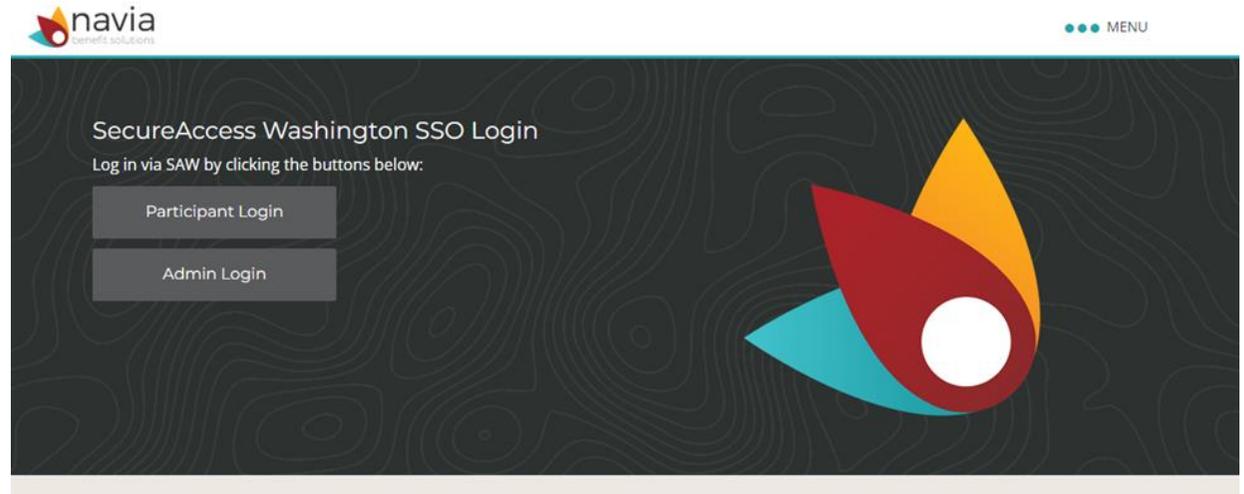
Effective July 13, 2022 all payroll files and signed forms must be submitted through the Navia Employer Portal.

# Registration

In order to register on the Navia Employer Portal, you must use your existing SAW Admin Account.

If you do not have a SAW Admin account, create one before visiting the Navia portal.

Visit [sebb.naviabenefits.com](http://sebb.naviabenefits.com) and select Admin Login to begin the registration process.



# Registration

You will be directed to the SAW Welcome Page, where you will enter the username and password for your SAW Admin Account and complete the Multifactor Authentication steps.

The screenshot displays the SecureAccess Washington login interface. At the top, a green banner features the state seal and the text "WELCOME to your login for Washington state." Below this, the "SecureAccess Washington" logo is visible. The main content area includes a "LOGIN" section with input fields for "USERNAME" (filled with "ChelseaTest") and "PASSWORD" (masked with dots), and a "SUBMIT" button. To the right, a "Tweets" section shows two tweets from @SecureAccessWA: "SMS Delivery Delays to US Google Voice has resolved." and "Our third party SMS (text message) provider has reported 'SMS Delivery Delays to US Google Voice' beginning at 7:31am on Monday, May 16th. If you are using a Google Voice number for multifactor authentication (MFA), you may experience delays until this is resolved." At the bottom of the login form, there are links for "Forgot your username?" and "Forgot your password?".

# Registration

Finally, you will be sent back to the SEBB. Navia website to verify your name and email address.

Note: this should be the District email address that you currently use for your **Admin** Account on SEBB MyAccount.

navia  
benefit solutions

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## Employer Registration

Welcome to Navia!

It appears that your Single Sign On account has not been registered with us. If you have registered in the past, please verify your Single Sign On has changed.

First Name

Last Name

Email

Submit

# Contribution Reporting

Today, every SEBB District uploads their FSA/DCAP payroll contribution files through SEBB My Account. Those files are then sent to Navia for processing.

Moving forward, every SEBB District will upload their files to the Navia Employer Portal instead. This change will give you:

- Faster processing times.
- A confirmation email when you successfully upload a file.

As of July 13, you will no longer be able to upload your FSA/DCAP payroll contribution files to SEBB My Account. The Upload section on the FSA/DCAP page will be removed and banner will replace it to remind you of this change.

There will be **no change** to the existing file format or the process for generating that file out of your payroll system. The only change is where you upload the files.

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# Form Submission

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The Navia employer portal will also now serve as a secure repository for submitting employee FSA/DCAP forms to enroll, change, or end their enrollment.

Moving to this secure, online platform ensures successful form submission. No need to worry about failed/incomplete faxes - leading to member's enrollments not being entered timely.

Districts should use the portal for all forms submissions both during annual open enrollment and throughout the plan year.

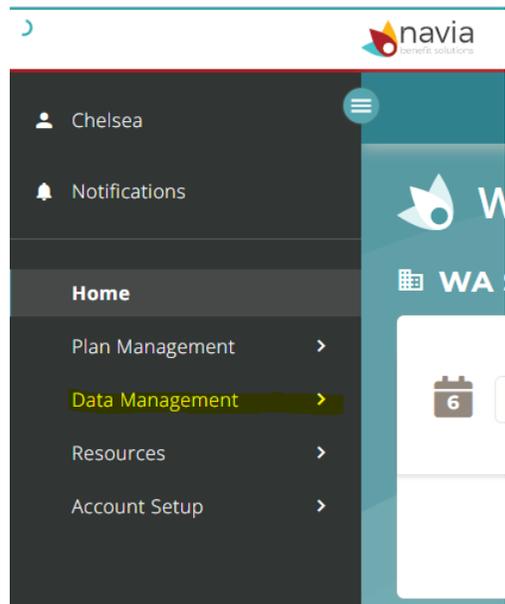
Districts should no longer email, fax, or mail employee's forms to Navia.

There will be **no change** to the process by which these forms are completed, collected, or signed. The only change is how you send the forms to Navia.

# Upload Instructions

How to securely upload both payroll contribution reports and employee forms on the Employer portal-

1. Once logged in, click on **Data Management** located in the menu on the left-hand side of the page and select **Send File.**



2. Add your file or document to the **Drag and Drop File Here** section of the page or use the **Find File on Computer** button to browse for it.

# Upload Instructions

3. In the File Description field, choose the type of file you are uploading – either a spreadsheet or a form from the dropdown menu.

**Send Us a File**

To best protect your employees' information, you can use our secure portal to transmit documents. Only one file can be uploaded at a time. To attach the file, either click on "Find File on Computer" or drag and drop the file from its saved location on your computer.

Accepted file types : .jpg, .jpeg, .tif, .bmp, .gif, .png, .pdf, .doc or .docx, .xls, .xlsx, .csv, .txt

File size : limit 10 megabytes.

File name (limit 100 characters) : only letters, numbers, underscores, hyphens, periods, and spaces.

**One file per submission.** Fields marked with \* are required.

drag and drop file here

Find File on Computer Remove File

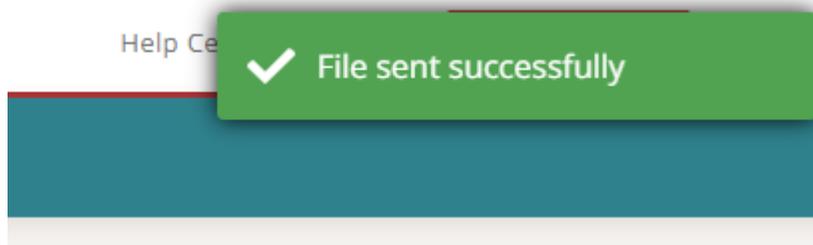
File Description \*

- Enrollment, Change in Status, or Termination form
- FSA, HRA, HSA, or Commuter Data file/spreadsheet
- COBRA file
- Other
- NDT Document

Cancel Send

# Upload Instructions

4. Click **Send** to upload the file directly to the Navia system for processing.
5. Once your file/form is successfully sent, you will see a green message appear in the upper right corner of the portal and you will receive a confirmation email from [notification@naviabenefits.com](mailto:notification@naviabenefits.com)



## File Uploaded



notification@naviabenefits.com

To Chelsea Allen



Mon 6/6/2022 8:51 AM

Dear Chelsea,

Your file **Dept meeting notes 2.15.22.PNG** has been successfully uploaded and transmitted to Navia Benefit Solutions. Please contact our employer services team with any follow-up questions via email at [employerservices@naviabenefits.com](mailto:employerservices@naviabenefits.com), or by phone at 425-452-3488.

Thank you,  
The Navia Team

# We've got you covered!



Your dedicated team of Account Managers are available to help you Monday through Friday between 7 a.m. and 5 p.m. PST.

(425) 452-3488

[ESTeam4@naviabenefits.com](mailto:ESTeam4@naviabenefits.com)