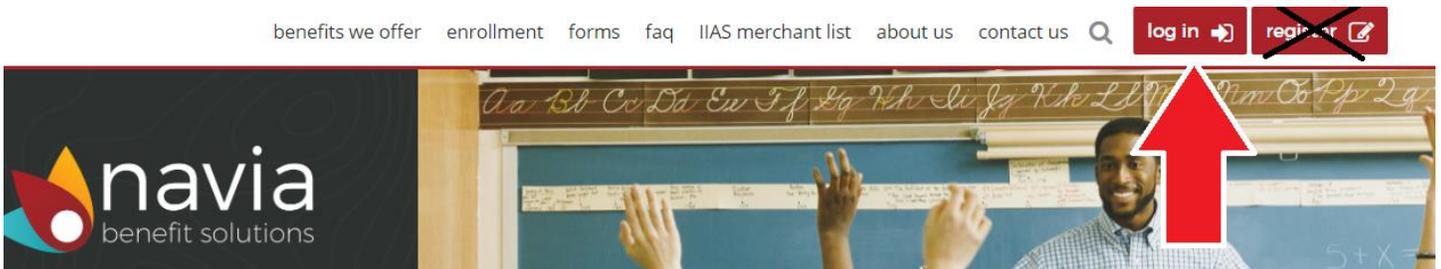


SEBB Navia Employer Portal – How to Register and Login

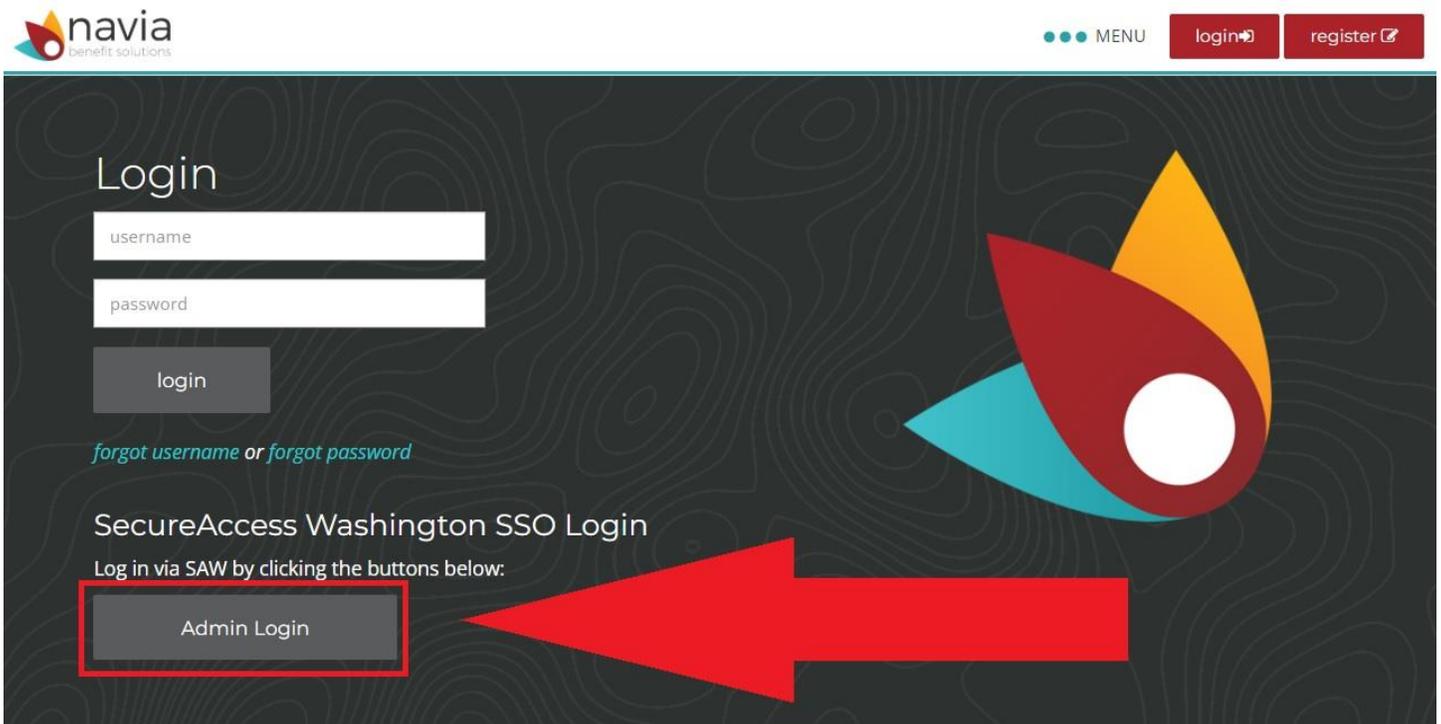
Registration

How to register as an administrator in the SEBB Navia Employer Portal:

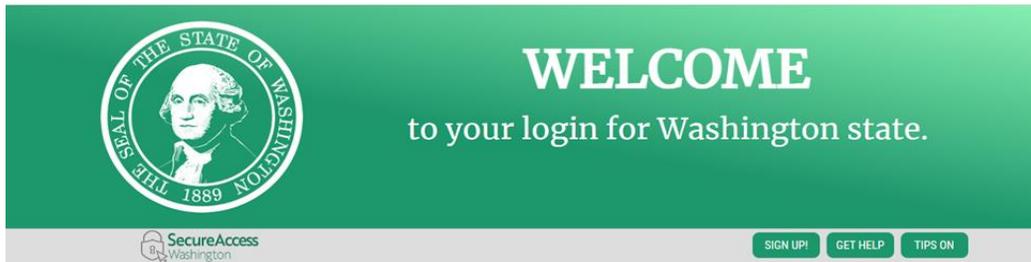
1. To register on the Navia Employer Portal, you must use your existing Secure Access Washington (SAW) Admin Account.
 - If you do not have a SAW Admin account, create one before visiting the Navia portal.
 - Instructions for creating a SAW Admin account are documented in the SMA user guide.
2. Visit sebb.naviabenefits.com and click the **Login** button at the top of the page. (Do not click the Register button. This will take you to the Participant registration page.)



3. On the next page, select **Admin Login** to begin the registration process.



4. You will then 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. (It may also ask if you want to remember your device. If you select this, you will not need to complete Multifactor Authentication steps in the future.)



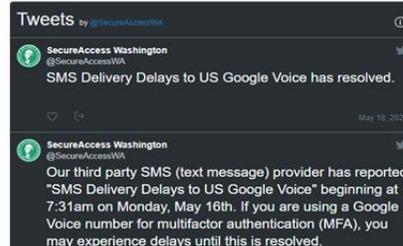
LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)



- After completing the Multifactor Authentication, your web browser will direct you back to sebb.naviabenefits.com where you will verify your name and email address.

Note: this should be the same district email address that you currently use for your **Admin** Account on SMA.

The Navia Employer Registration form. At the top left is the Navia logo (benefit solutions) and at the top right is a "MENU" button. The main heading is "Employer Registration" with a sub-heading "Welcome to Navia!". A message states: "It appears that your Single Sign On account has not been registered with us. If you have registered in the past, please note that your Single Sign On has changed." The form has three input fields: "First Name" (Chelsea), "Last Name" (Allen), and "Email" (callen@naviabenefits.com). A "Submit" button is at the bottom.

- You have completed Registration for the SEBB Navia Employer Portal. You will now be able to login to Navia as an Administrator using your SAW Admin Account.

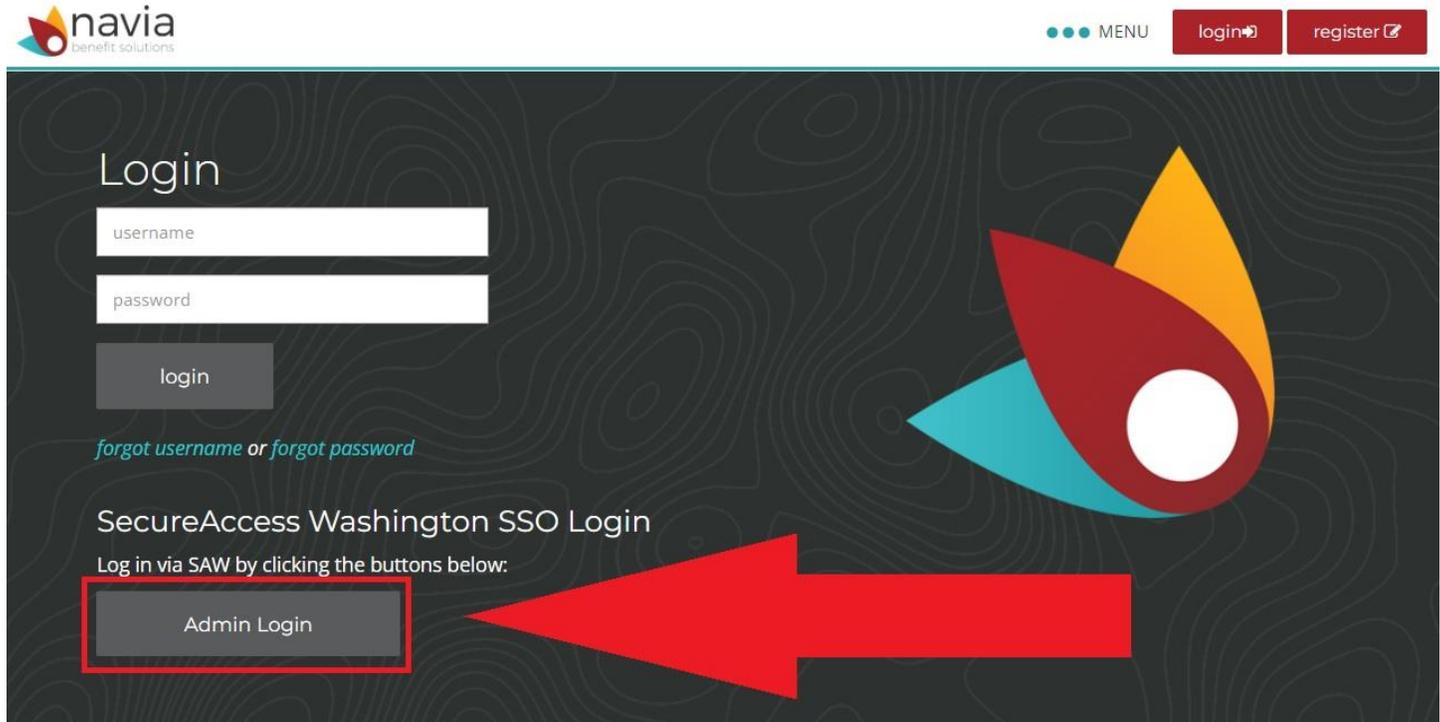
Additional Information –

- If you forget your SAW username or password you must reset it using the SAW website, not Navia's portal.
- If you change districts, you must create a new SAW Admin Account and re-register on the Navia portal with that new SAW account.
- If you are unable to complete the Navia portal registration or need to add/remove contacts for your district, reach out to SEBBadmin@naviabenefits.com for assistance.

Logging In

How to login as an administrator in the SEBB Navia Employer Portal:

1. Visit sebb.naviabenefits.com and click the **Login** button at the top of the page.
2. On the next page, select **Admin Login**.



3. You will be taken directly to your Navia Admin account via SAW. You may need to re-enter your SAW username and password.

Additional Information –

- If you forget your SAW username or password you must reset it using the SAW website, not Navia's portal.
- If you are unable to login, double check you have registered. If you have further difficulties logging in, reach out to SEBBadmin@naviabenefits.com for assistance.