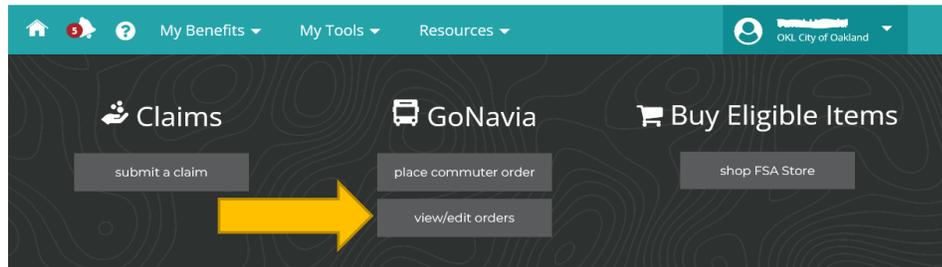


## How To Change Your GoNavia Commuter Benefit Parking Order

1. Log into your Navia account. Link to Navia: [Navia Benefit Solutions](#)
2. Click on **View/Edit Orders**



3. Go to the **“Current Orders”** in **GoNavia Parking Benefit** section and **click the change icon** (the pencil & paper icon) in the Actions column.

The screenshot shows the 'GoNavia Parking Benefit' section. At the top, there is a header with a parking icon, the title 'GoNavia Parking Benefit', a date '02/20/2022' (Last Day to Submit order for March), and a 'Current Balance' of '\$209.50'. Below the header is a table titled 'Current Orders'.

Month	Amount	Recurring?	Order Type	Actions
March 2022	\$130.00	Yes	Card	

A blue arrow points from the 'Actions' column of the table to the change icon.

4. Update your order and click **Submit**.
  - a. **Order Amount** – enter updated amount
  - b. If you have recurring orders, ensure the **Recurring Monthly** box is selected and all applicable months are selected (selected boxes will be gold).

The screenshot shows the 'Order Amount' and 'Order Occurrence' sections of the Navia account. The 'Order Amount' section has a text input field with '\$ 180.00' and a 'View account statement' button. Below it, 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'. The 'Order Occurrence' section has two options: 'single month' and 'recurring monthly'. The 'recurring monthly' option is selected and highlighted in yellow. Below the 'Order Occurrence' section is a 'Select Applicable Months' section with a grid of months from Jan to Dec. The 'recurring monthly' option is selected and highlighted in yellow. Below the 'Select Applicable Months' section is a 'New Order Summary' section with a table.

Month	Amount	Recurring?	Order Type	Est. Subsidy	Est. Pre-Tax	Est. Post-Tax
March 2022	\$180.00	Yes	Card	\$0.00	\$180.00	\$0.00

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

At the bottom, there is a checkbox labeled 'I have read and agree to Navia's terms and conditions' which is checked. Below the checkbox are two buttons: 'Submit' (highlighted in blue) and 'Cancel'.

**IMPORTANT REMINDER** - Orders or changes must be completed by the 20th of the month to be effective the upcoming benefit month.