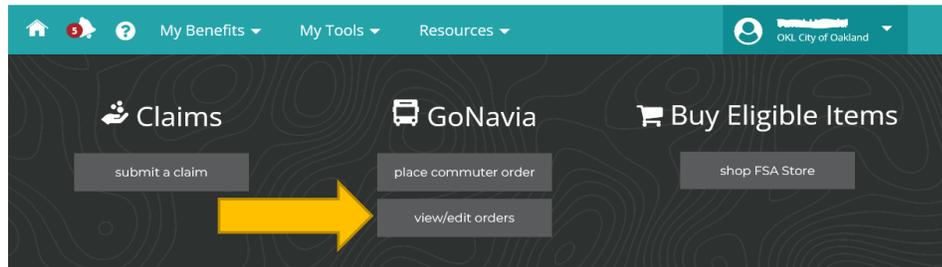# How To Change Your GoNavia Commuter Benefit Parking Order

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.

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 <u>and</u> all applicable months are selected (selected boxes will be gold).

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