

# GoNavia Commuter Benefit Program



The GoNavia Commuter Benefit Program allows you to pay for your work-related parking and transit expenses using pretax dollars. **Navia Benefits Solution** administers our Commuter Benefit Program.

## How It Works

Commuter benefit orders are deducted from your paycheck on a pre-tax basis and can be loaded onto a Navia Benefits Card or your Clipper Card. The Navia Benefits Card can be used to purchase services at any transit or parking facility that accepts MasterCard. As a month-to-month benefit, you can opt in and out or change your benefit election amounts at any time based on your transit and parking needs.

Orders must be placed by 11:59 p.m. on the 20<sup>th</sup> of the month for commuter benefits for the following month. Please review the attached FAQs for more information.

## How To Enroll

- Step 1: Access The Navia website at <https://www.naviabenefits.com/>
- Step 2: Register your account
  - Click on the “**Register**” (upper right hand side of screen)
  - Click “**I’m A Participant**”
  - Complete the online registration form. Use “**OKL**” for the Employer code.
  - Shortly after submitting your registration you will receive an email confirmation with a temporary password.
- Step 3 Log on to the Navia portal.
- Step 4 Click “**place commuter order** (under the “**GoNavia Program**” section)
- Step 5: Click “**Place An Order**” for the type of benefit (transit and/or parking) you wish to order.
- Step 6: Select your benefit and amount.
- Step 7: Select whether you want to order for only a single monthly or recurring monthly (if selecting recurring monthly, select months you want to order automatically)
- Step 8: Confirm your order then click “submit”

# Commuter Benefits Program FAQs

## 1. What expenses are eligible?

The Go Navia Commuter Benefit covers your work-related public transit and parking expenses including, but not limited to:

- Buses
- Ferries
- Parking lots and garages
- Trains

Ineligible expenses include non-work related expenses and individual transportation service like tax or a driving service.

## 2. What is the monthly “tax-free” limit?

The current limit for transit is \$265 per month. The current limit for parking is \$265 per month. These monthly limits are subject to change per IRS regulations.

## 3. What is the deadline to place my commuter order for the following month?

Your order must be placed by 11:59 p.m. on the **20th of the month** for the following month’s commuter benefits. For example, orders must be placed by December 20th for January’s commuter benefits.

## 4. Can I change or stop my commuter order?

Yes, you may change, stop, or restart your commuter order at any time.

## 5. Do I need to place my order each month?

No, the GoNavia Commuter program can be set to load your Navia Benefits MasterCard with your transit and/or parking amount automatically each month. You can even pre-select certain months in advance where you don’t want to receive the benefit. You will receive an email reminder each month in advance of your card being loaded.

## 6. Where can I use my Navia Benefits MasterCard for transit or parking?

You may use your Navia Benefits MasterCard at transit authority websites, kiosks, ticket offices, or parking merchants that accept MasterCard, respective to the benefit you’ve ordered.

## 7. What happens to the transit and/or parking balance on my Navia Benefits MasterCard at the end of the benefit month?

The balance will roll over from month-to-month as long as you are an active employee and remain eligible for this benefit.

## 8. How do I set up automatic monthly payments with my parking garage?

You may use your Navia Benefits MasterCard to set up automatic monthly parking payments with your parking garage. Please contact your parking garage to inquire about setting up automatic monthly parking payments with your Navia Benefits MasterCard.

Employees who park at garages managed by the **City of Oakland Parking Partners (COOP)** may set-up an auto-pay account with the Navia Benefits MasterCard by calling the COOP at **(510) 874-7170**.

### COOP LOCATIONS

LOC #	Location Name	Address	City	State	Zip
82339	City Center West	1250 Martin Luther King Way	Oakland	CA	94612
82340	Clay Street Garage	1414 Clay Street	Oakland	CA	94608
82341	Dalziel Garage	250 Frank Ogawa Plaza	Oakland	CA	94608
82343	Franklin Plaza Garage	1719 Franklin Street	Oakland	CA	94612
82348	Harrison Street Garage	1200 Harrison Street	Oakland	CA	64806
82354	Telegraph Plaza Garage	2100 Telegraph Plaza	Oakland	CA	94555
82355	UCOP Garage	409 12th Street	Oakland	CA	94703
82338	1800 San Pablo Lot	1800 San Pablo Ave.	Oakland	CA	94608
82342	Dimond Lot	3400 Dimond Lot	Oakland	CA	94608
82346	Grand Ave. Lot	3270 Grand Ave.	Oakland	CA	94608
82349	Kaiser Convention Center Lot	10 10th Street	Oakland	CA	94612
82351	Lakepark Lot	3195 Lakeshore Ave.	Oakland	CA	94612
82352	Parkway Lot	343 Wayne Place	Oakland	CA	94612
82353	Piedmont Ave. Lot	4150 Howe	Oakland	CA	94608
82356	Webster-Valdez Lot	2315 Valde	Oakland	CA	94612
82357	Pill Hill	409 29th S	Oakland	CA	