Public Employees Benefits Board (PEBB) Online Enrollment Instructions

Enrollment in the Flexible Spending Arrangement (FSA), Limited Purpose FSA, or the Dependent Care Assistance Program (DCAP) is available online through Navia Benefit Solutions only during the PEBB Program's annual open enrollment, **October 26 through November 23, 2026**. (Exception: UW and WSU employees must enroll through Workday.) Changes are effective on January 1, 2027.

Step 1

Online access with Navia flows through Secure Access Washington (SAW).

- If you already have a SAW account, go to Step 2.
- If you do not have a SAW account, register through the SAW website: secureaccess.wa.gov.

Step 2

- Visit pebb.naviabenefits.com.
- Click on the *Login* button in the upper right corner of the screen.
- On the next page, click the *Participant Register/Login* button.
- Enter your SAW login credentials. Follow instructions on the screen for multi-factor authentication.
- If this is your first time logging in, you will be asked to verify your last name, date of birth, and the last four digits of your SSN or Navia Benefits Card number.
- You will then be redirected to your Navia online portal account.

Step 3

Select *Enrollment* at the top of the page, then select *Enroll online*. Select the *Online Enrollment* icon under the My Tools section. Review the benefit details and enrollment information, then select *Enroll online now!*

Step 4

Select the benefits you want, then choose your annual election amounts for the new plan year. Benefit information, including maximum election amounts, is shown at the bottom of the page. **Note:** If the IRS announces an increase to the 2027 FSA or Limited Purpose FSA maximum contribution limit before the last day of open enrollment, the PEBB Program will adopt the increase for 2027.

Step 5

Read and agree to the terms and conditions. By agreeing, you are confirming your benefit elections and enrollment for the FSA, Limited Purpose FSA, and/or DCAP for 2027. **Make sure to review your election amounts and enrollment carefully before confirming.** After confirming, you will see the *Online Enrollment Confirmation* screen, which will show your benefit election amounts. Navia Benefit Solutions will also send you an email confirmation. Please keep the confirmation for your records.

If you need to change or delete your election amounts or enrollment, follow Steps 4-6 above to make your changes. You will only be able to do so from October 26 through November 23.