SISC
Self-Insured Schools of California
Schools Helping Schools

navia

Online Enrollment Instructions

Enrollment for the SISC Flex Plan will be available online through Navia Benefit Solutions from **November 1, 2026 through November 30, 2026.**

Step 1:
Visit naviabenefits.com website and click the login or register link located in the top right corner of the page.

If you are not already registered for online account access, you will need to complete registration prior to making an election. Go to **Step 2**.

If you are registered for online account access, go to **Step 3**.

Step 2: Register your account. After selecting the link to register on the homepage, click section that says, "I'm a participant," to proceed to the registration form. You will need the following information to register your account:

- Employer Code: **SIS**
- First name initial:
- Last name:
- Last four of SSN:
- Date of Birth:
- Email:

Shortly after registering for online access, you will receive an e-mail confirmation with a temporary password. Use this password to access your account for the first time. You will then be asked to create a unique password for your account.

Step 3: Log in to your online account and check:

- ✓ Personal Information
- ✓ Plan enrollment (including dates, maximums, and enrollment status)
- ✓ Current elected benefit information

Step 4: To enroll, locate "My Tools", then select "**Online Enrollment**". On the next screen you will want to click the link "enroll online now'. Populate all the desired benefits with your election(s) for the new plan year.

Step 5: Confirm your election and do not forget to read and agree to the 'Compensation Redirection Agreement and Election Certification.' After confirming the agreement and submitting, your FSA election(s) will populate on your personal information page.

If you need to edit or delete your election(s), select the "**Edit My Elections**" link to update your FSA elections(s). You will only be able to edit or delete your election(s) during the above open enrollment period.

*Please keep in mind that monthly and yearly amounts may be adjusted slightly by SISC Flex Plan administrator.

Contact Navia Benefit Solutions
Monday – Friday 5am to 5pm (PST)

Call: 425-452-3500 or 800-669-3539

E-mail: customerservice@naviabenefits.com