PEBB Navia Employer Portal – How to Register and Login

!! Important, please read: before registering/logging in for the first time, both Navia and HCA must set up user access.

Please proceed with these steps <u>after</u> you have received confirmation from Navia and HCA (possibly via Navia) that your access has been enabled.

Azure Guest User Registration

Note: if you already have Microsoft Azure access with Washington State Executive Branch Agencies, you may skip this section and follow the steps starting under the Navia Registration/Login Steps section below.

 After HCA has enabled your access, you will receive an email from Microsoft Invitations on behalf of Washington State Executive Branch Agencies. Click on the Accept invitation link in this email. (If you did not receive the email, please reach out to HCA Support.)

	Wisdom, Kyle (HCA1) invited you to access applications within their organization Index ×									
:	Microsoft Invitations on behalf of Washington State Executive Branch Agencies <invites@microsoft.com> to me 💌</invites@microsoft.com>									
	Please only act on this email if you trust the individual and organization represented below. In rare cases, individual may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.									
	Sender: Wisdom, Kyle (HCA1) (<u>kyle wisdom2@hca.wa.gov</u>) Organization: Washington State Executive Branch Agencies Domain: <u>StateofWA onmicrosoft.com</u>									
	This message was provided by the sender and is not from Microsoft Corporation.									
	WK Message from Wisdom, Kyle (HCA1):									
	Guest account for Washington State HCA for Navia Application Access - Do not attempt to use until Go Live on 7/9/2024									
	If you accept this invitation, you II be sent to <u>https://myapps.microsoft.com/</u> .									
	Accept invitation									

2. Click the Accept button on the following page. You will then be prompted to log in or create an account. You will need to request a code that will be sent to your email. Enter that code to complete registration/login to your Azure Guest User account.



Your Azure Guest User account is now registered. Move on to the Navia Registration/Login Steps below.

Navia Registration/Login Steps

1. Go to <u>pebb.naviabenefits.com</u> and click on the red **Log In** button in the right-hand corner of the screen.



2. On the next page, click on the **Benefits Admin Login** button.

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		63)
SecureAccess W	ngton SSO Login	
Log in via SAW by clicking t	ton below:	
Par	gin	
Admin Login		
Health Care Authority (HCA) A	dmin users click the button below	
to log in:		
Benefits Ad	Imin Login	
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3. After clicking on the Benefits Admin Login button for the first time, you may be prompted to enter your username (email address) and password that you created for the Microsoft Azure Guest User access. You will then be prompted to set up Multifactor Authentication (MFA) on your first login. (If you have already set up MFA, you will skip steps 3-5 and be logged into the PEBB Employer Portal after selecting your preferred MFA method.)

	Keep your account secure
N	Aicrosoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next
<u>I wa</u>	ant to set up a different method Skip setup

4. Follow the prompts to set up the preferred MFA method; **Microsoft Authenticator** is recommended. However, the following options are available to you if you click the **I want to set up a different method** at the bottom.

Add a method						
Which method would you like to add?						
Choose a method	\sim					
Authenticator app						
Alternate phone						
Security key						
Office phone						

5. Click **Next** and follow the wizard to finish setting up MFA.

Conduent CustomerSP	
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator Start by On your phy After you in I want to us
	Phone Next

6. After completing MFA, you will be logged onto the PEBB Employer Portal Home page, shown below.

		H navia							He	elp Center Home	Log out
±	•										
Notifications		🔊 Welcome, 🔜 !									
Home	Home WA State PEBB (SWA)										
Plan Management	>	☑ Plan Activity									
Data Management	>										
Reports	>	Important Dates					Plan Funding Activity				
Resources	>	19	All Plans	~	All Years	~	All Plans	~	All Years	~	
Invoices			Date 💙	Event 💙	Plan 🗸		Date Received 💙	Reason for Activity	Amount V	Status 🗸	Document
Account Setup	>		12/31/24	Last Day to Incur	FSA 202401		6/19/24	Disbursement Works	neet \$119,439.32	Due	Download
			12/31/24	Carryover	FSA 202401		6/18/24	Disbursement Works	seet \$55,792.67	Due	Download

Navia Registration/Login Troubleshooting

If after clicking the **Admin Login** button on the <u>pebb.naviabenefits.com</u> website you receive one of the errors in the screenshots below, please reach out to the corresponding contact.



• Navia error – Contact Navia for assistance at <u>PEBBadmin@naviabenefits.com</u> or call 425-452-3488.



 MFA/Azure error – Contact O&T for assistance through HCA Support (select the Benefits Administrator inquiry tile) or call 1-800-700-1555.