



QUICK REFERENCE GUIDE

Inspira transit and parking solution

Get started

- Go to mybenefits.inspirafinancial.com.
- Click “Member” and log in with your username and password.
- If you’re a new user, click “Create Your Profile” and complete the required fields.

View your account balance, deposits, and payments

- Click on “View account details.”
- To view all of your claims, select “Claims.”
- To view all of your payments and deposits, select “Transactions.”

How to file a claim

You can pay yourself back for an eligible out-of-pocket expense, or you can pay your provider directly from your Inspira account (if offered). Simply click on “File a claim” under “Account Actions” and complete the following steps:

- Tell us about your request
- Where we should send your funds
- How you will send your documents to us
- Confirm and submit

Account notifications

- From “My Dashboard,” click on “Account Settings.”
- Click on the “Account notifications” tab.
- Choose the notifications you wish to receive. You can also choose when and how you’d like to get them. Then click “SAVE.”

For fast reimbursement, link your bank account

From “My Dashboard,” click on “Link a bank account.”

- Enter your account number, routing number, and bank name.
- Click “Next.”
- Review your account information. If the information is correct, click “Confirm.” If you need to make a change, click “Previous.”

Get started

- Download Inspira Financial from the App Store for iOS (apple.com) or on Google Play for Android (play.google.com).
- Log in with your username and password.

View your account balance, deposits, and payments

- Click on your account to view Account Activity
- To view all of your claims, select “Claims.”
- To view all of your payments and deposits, select “Transactions.”

How to file a claim

You can pay yourself back for an eligible out-of-pocket expense, or you can pay your provider directly from your Inspira account (if offered). Simply click on “File a claim” under “Account Actions” and complete the following steps:

- Click on “Manage” from the bottom navigation
- Click on “Request funds (submit a claim)” from your reimbursement account(s)
- Tell us about your request
- Where we should send your funds
- How you will send your documents to us
- Confirm and submit

Account notifications

- From bottom navigation, click on “Settings.”
- Click on “Account notifications.”
- Choose the notifications you wish to receive. You can also choose when and how you’d like to get them. Then click “SAVE.”



⇒ Get your commuter benefit on track by using the quick start guide

Log in to your account at mybenefits.inspirafinancial.com or scan the QR code.



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