

# **Inspira Commuter Benefits Online Solution**

#### **Get Started**

- Go to inspirafinancial.com.
- Click "Log in."
- If you're a new user, click "Set up account" to get started. Otherwise,choose the log in option under "Manage your HSA, or FSA, or other benefits."

## Your Commuter Benefits dashboard

• Click "Manage my commuter account." This will take you to your commuter benefits dashboard. Here you can:

- Place an order.
- View your monthly ordering deadline.
- View your current orders and any recurring orders.
- Edit or delete any current orders.
- Calculate your potential savings.

#### How to place a transit order

- From your commuter benefits dashboard, click "Place an order." Then select Train, Bus, Ferry, or Vanpool.
- Enter your home and work ZIP codes and click "Next."
- Choose your transit option and click "Select."
- Enter your order details.
- Review the terms of service, check the box, and click "Next."
- You can add other products or click "Proceed to checkout."
- Confirm your delivery information and click "Next."
- Review your order and the terms of service. Then, check the box and click "Place order."

### How to edit or cancel an active order

- You have two options:
- Click "Edit" on the product you want to change. Your order details will display. Make any edits and click "Save Changes."
- Or, click "Delete" on the product you want to remove/cancel.

### How to place a parking order

- From the Commuter benefits dashboard, click "Place an order." Select "Park."
- Enter your home and work ZIP codes and click "Next."
- Select how you generally pay for your parking.
- Choose your parking product and click "Select."
- Enter your order details.
- Review the terms of service, check the box, and click "Next."
- You can add other products or click "Proceed to checkout."
- Review your order and the terms of service. Then, check the box and click "Place order."

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### How to sign up for Parking Cash Reimbursement

If you pay for parking expense with a personal credit card, cash or check, you can get reimbursed. First, enroll in the "Cash Reimbursement" option online.

- From the commuter benefits dashboard, click "Place an order." Select "Park."
- Enter your home and work ZIP codes and click "Next."
- Select how you generally pay for parking: "Cash" or "Parking meter."
- Next to "Enroll in Cash Reimbursement", click "Select."
- Enter the order details.
- Review the terms of service, check the box, and click "Next."
- You can add other products or click "Proceed to checkout."
- · Confirm your delivery information and click "Next."

• Review your order and the terms of service. Then, check the box and click "Place order."



#### **Cash Reimbursement option**

Once you park at or near work and pay for that parking expense, you can submit a claim for reimbursement.

Log in to <u>inspirafinancial.com</u> and click "File a claim. "If you have a statement/ detailed receipt from your parking provider, be sure to upload, fax or mail those documents.



### **Questions?**

Log in to inspirafinancial.com click "Contact us" under Help & Support. Here you can also Live Chat with us.

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- Unused funds roll over to the next month.
- If you spend more than the monthly limit, that additional amount must be paid out of your pocket (on an after-tax basis). You'll have to enter your payment method online.

Inspira Financial will replace up to one nondelivered pass per plan year. We are not responsible for:

- Expired or lost passes.
- Passes that you recieve late because of delays with local transportation authorities.
- Passes that you do not receive due to an invalid or incorrect address.
- The voucher checks are valid for one year.