

QUICK REFERENCE GUIDE

Inspira commuter benefits solution

Get started

- Go to mybenefits.inspirafinancial.com.
- Log in to your account. If you are a new user, click "Create Profile."

Your commuter benefits dashboard

Here you can:

- Enroll in the benefit.
- View your monthly election deadline.
- View your available balance and current monthly election.
- Manage your elections.
- View employer contributions (if applicable).

How to enroll in transit

- From your commuter transit dashboard, click "Enroll Now."
- Enter your monthly election amount and click "Continue."
- Review confirmation, check the box, and click "Submit."

How to enroll in parking

- From your commuter parking dashboard, click "Enroll Now."
- Enter your monthly election amount and click "Continue."
- Review confirmation, check the box, and click "Submit."



How to change or stop an election

You have two options:

- Click "Manage my election."
- Choose "Change my election amount" and enter your new monthly amount.
- Or, choose "Stop my election."
- Click "Continue."
- Review and check the box to authorize the election change.
- Click "Submit."

How to file a claim

If you pay for a parking or vanpool expense with a personal credit card, cash or check, you can get reimbursed.

- From your commuter dashboard click "File a claim."
- Tell us about your request and click "Continue."
- Choose where to send your funds and click "Continue."
- If your provider accepts direct payments, you may choose to issue your reimbursement directly to the service provider.
- Select how you will send your documents to us and click "Continue."
- Check the box to sign your claim and click "Submit."

Things to keep in mind

- Any unused funds may be forfeited upon termination of employment. View your plan details for more information.
- If your monthly expenses and election exceed the monthly pretax limit, the excess election amount limit will be deducted from your paycheck on an after-tax basis.
- All pretax and after-tax funds will be available to you on your Inspira Card™.

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

For more information visit inspirafinancial.com or scan the QR code.



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