

QUICK REFERENCE GUIDE

Inspira Parking Reimbursement Account

Get started

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

View eligible expense items

To view a list of eligible expenses, log in and select “Explore eligible expenses”, under Quick Tips.

View your balance, deposits, and payments

- After logging in, you’ll see your account balance(s) on the dashboard. Or you can click “Your Accounts” at the top of the page and select the account you wish to view.
- To view your claims, click “View account details” from the home page. Then click the “Claims” tile.
- To view payments and deposits, click “View account details” from the home page. Then click the “Transactions” tile.

Verify your Inspira Card purchases

- If you’re asked to verify your card purchase is an eligible expense, you can take action online. Click “View account details” from the home page. Then click the “Verify card purchases” tile.
- To get started, select the card purchase to verify.

File a claim online

You can pay yourself back for an eligible out-of-pocket expense. After logging in, click “File a claim” on the home page, under Account Actions. You’ll enter your claim details and choose how you want to send documents to us.

Important note: You can upload documents in JPG, PNG, GIF, or PDF. The total size limit is 10MB. Your documents must show merchant/provider name, date of service, description of service and final amount you had to pay. If you choose to fax/mail your supporting documents, you must download a coversheet after you submit your claim. Then print and send it with your documents. There are times when the service provider does not provide receipts. In this case, you can receive reimbursement with a completed and signed claim form.

Set up account notifications

- Go to “Account Settings” and click “Account notifications.”
- Select the “+ sign” to view your notification options. Then choose the notifications you want to receive and Click “Save.”

Go Paperless

- Go to “Account Settings” and click “Account notifications.”
- Under Paperless settings, choose the documents you want to access electronically and click “Save.”

Link a bank account (set up direct deposit)

- Go to “Account Settings” and click “Bank accounts.”
- Select your bank account type and enter your routing number and account number.
- Check the box to authorize Inspira Financial to link your account and click “Save and Continue.”



Questions?

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

Inspira Financial is the brand named used for products and services provided by one or more of the Inspira Financial group of companies, including Inspira Financial, LLC (formerly known as Millennium Trust Company, LLC) and Inspira Financial Health, Inc. (formerly known as PayFlex Systems USA, Inc.). Retirement and custody services are provided by Inspira Financial, LLC and consumer directed benefits are administered by Inspira Financial Health, Inc. Inspira Financial, LLC and Inspira Financial Health, Inc. are affiliates. Inspira Financial, LLC and its affiliates perform the duties of a directed custodian and/or an administrator of consumer directed benefits and, as such, do not provide due diligence to third parties on prospective investments, platforms, sponsors, or service providers, and do not offer or sell investments or provide investment, tax, or legal advice. Inspira and Inspira Financial are trademarks of Inspira Financial, LLC.