


QUICK REFERENCE GUIDE

Inspira Commuter Benefits Online Solution

Get Started

- Go to inspirafinancial.com.
- Click "Log in" at the top right of the homepage.
- Under 'Manage my benefits account,' click 
- Then, log in with your username and password or 'Create Profile' if you're a new user.

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."

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 inspirafinancial.com 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.

Things to keep in mind

- 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 receive 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.



Questions?

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

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