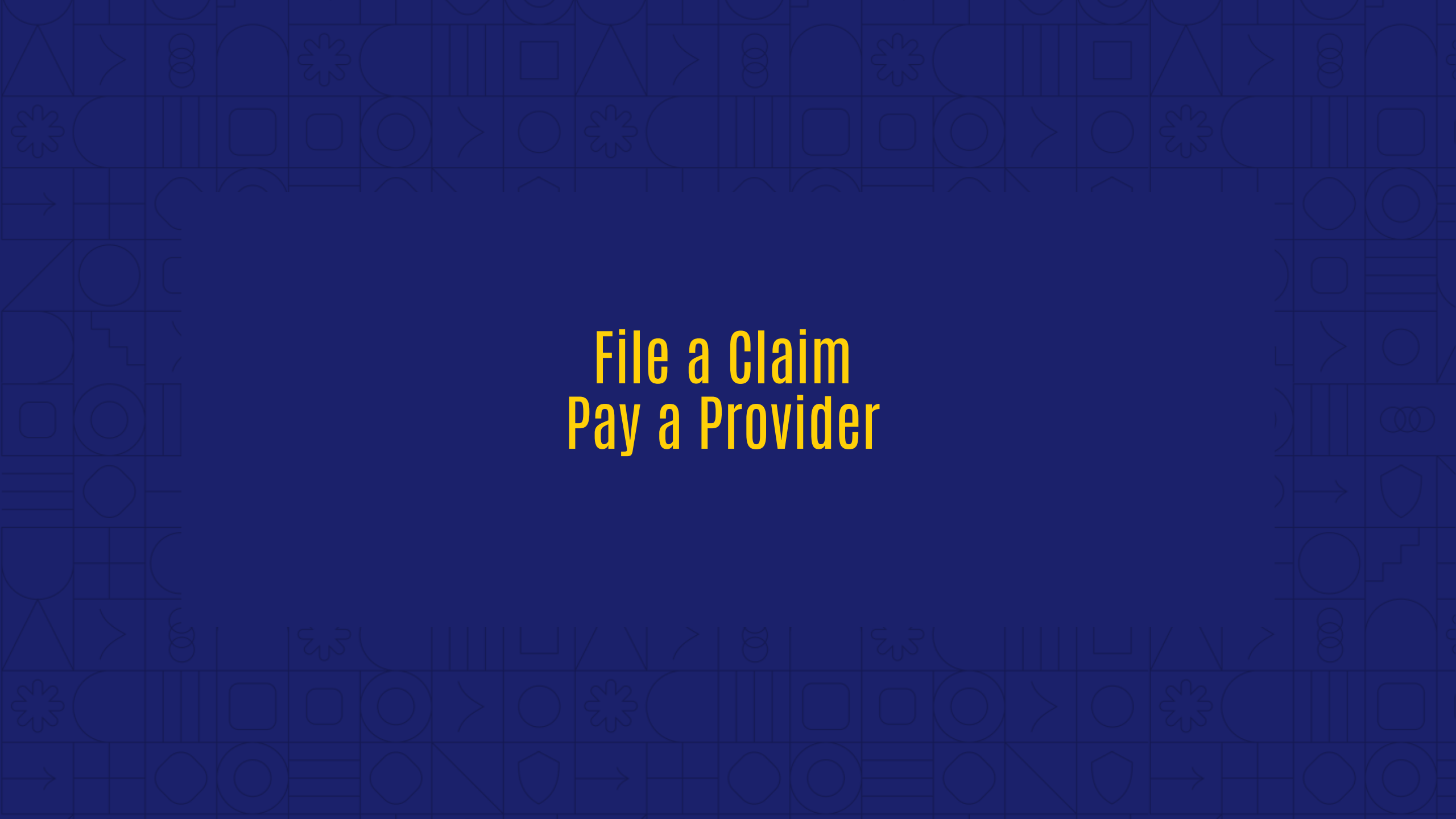


# Reimbursement Accounts

Using the Inspira member website





**File a Claim  
Pay a Provider**

# File a claim: Step 1 – Tell us about your request

## Request funds – File a claim

Complete these steps to request funds from your reimbursement account. You should only use this for eligible expenses.

1

Tell us about your request

\*Indicates required field

Expense Type\* ?

Medical expense applied to deductible

Amount\* ?

\$150.00

Date of expense\* ?

02/10/2024

CONTINUE

- 2 Where should we send your funds?
- 3 How will you send your documents to us?
- 4 Confirm and submit

# Step 1 - Tell us about your request (Continued)

## Request funds – File a claim

Complete these steps to request funds from your reimbursement account. You should only use this for eligible expenses.

1

Tell us about your request

| Expense type                          | Amount   | Expense date            | Name                                        |
|---------------------------------------|----------|-------------------------|---------------------------------------------|
| Medical expense applied to deductible | \$150.00 | 02/10/2024 - 02/10/2024 | <a href="#">Edit</a> <a href="#">Remove</a> |

ADD ANOTHER EXPENSE

CONTINUE

- 2Where should we send your funds?
- 3How will you send your documents to us?
- 4Confirm and submit



# Step 2 - Where should we send funds?

## Request funds – File a claim

Complete these steps to request funds from your reimbursement account. You should only use this for eligible expenses.

1 Tell us about your request

2 Where should we send your funds?

Choose one of the options below.

☐ Send funds to my bank account

☒ Send funds to someone else

Recipient name

Dr. Smith

▼

+

Add a new recipient

CONTINUE

3 How will you send your documents to us?

4 Confirm and submit

# Step 3 - How will you send your documents to us?

## Request funds – File a claim

Complete these steps to request funds from your reimbursement account. You should only use this for eligible expenses.

- 1

Tell us about your request
- 2

Where should we send your funds?

3

How will you send your documents to us?

You can upload, fax or mail your documents. The fastest way is to upload.

☒ I'll upload my documents

Upload documents

You can upload documents in JPG, GIF, PNG and PDF. The total size limit is 10MB. Your documents must show:

Date of purchase or service

Your name

Merchant name

Amount you had to pay

Description of the eligible well-being product or service

Drag and drop your files here

OR

SELECT FILE TO UPLOAD

Upload documents (0.25MB of 10MB)

2019-05-15\_1-32-52.PNG

0.25MB

Remove

☐ I'll fax/mail my documents

CONTINUE

4

Confirm and submit

30

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inspira<sup>™</sup>  
FINANCIAL

Complete these steps to request funds from your reimbursement account. You should only use this for eligible expenses.

- #### 4 Confirm and submit

Read the claim certification statement and check the box to sign your claim.

\*Indicates required field

Claim certification statement 

☒ **Your signature (Check this box to sign your claim)\***

**CONTINUE**

**CANCEL**

# Claim successfully submitted

## Request funds – File a claim

 **Success! We received your request. To view the status of your request, go to Claims.**

TAKE ME TO MY DASHBOARD

