

Reimbursement Accounts

Using the Inspira member website



File a Claim
Pay your self back for an eligible expense



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	Edit Remove

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

We'll send your funds to the bank account below:
Bank of America
Checking - 1234

☐ Send funds to someone else

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

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FINANCIAL

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Step 4 - Confirm and submit

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?

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

