

Inspira Card

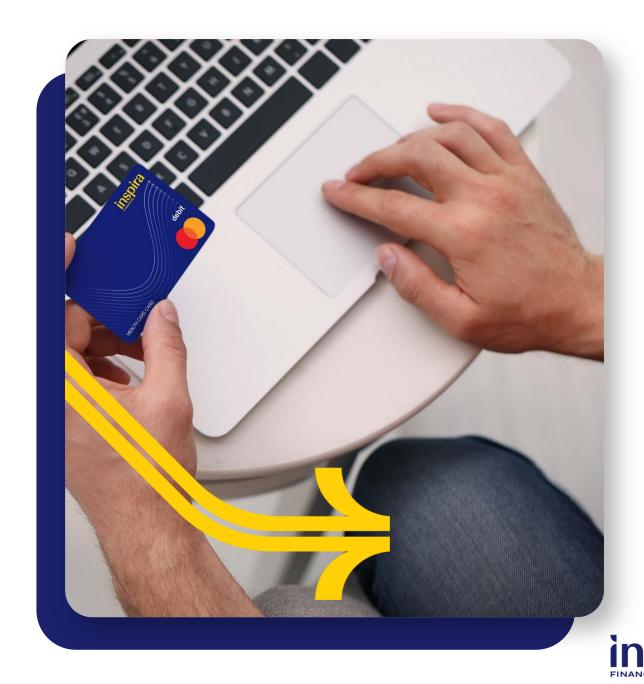
How to verify your card purchases online



The Inspira card makes it easy for you to spend money in your Inspira account.

The card will use the funds in your Inspira Financial account to pay for eligible expenses. Just be sure you have enough funds available.

Note: If you have multiple Inspira accounts, you'll use the same card.



Requests for documentation

The Internal Revenue Service (IRS) guidelines requires Inspira to verify all purchases made with a Inspira Card are eligible expenses.

If you have a Health Reimbursement Account (HRA), Health Care Flexible Spending Account (FSA) or Limited Purpose FSA:

- We may ask you to send us additional documentation for your card purchase to prove your expense is truly eligible.
- You may see an alert message posted to your Inspira member website.
- You may get a Request for Documentation letter by mail or email.

Quick tip: To help prevent requests for documentation, wait until you receive a benefits statement or Explanation of Benefits (EOB). These documents show the amount you owe after your health plan processes your claim. Then you can use your Inspira card for payment.



Why do we request documentation?

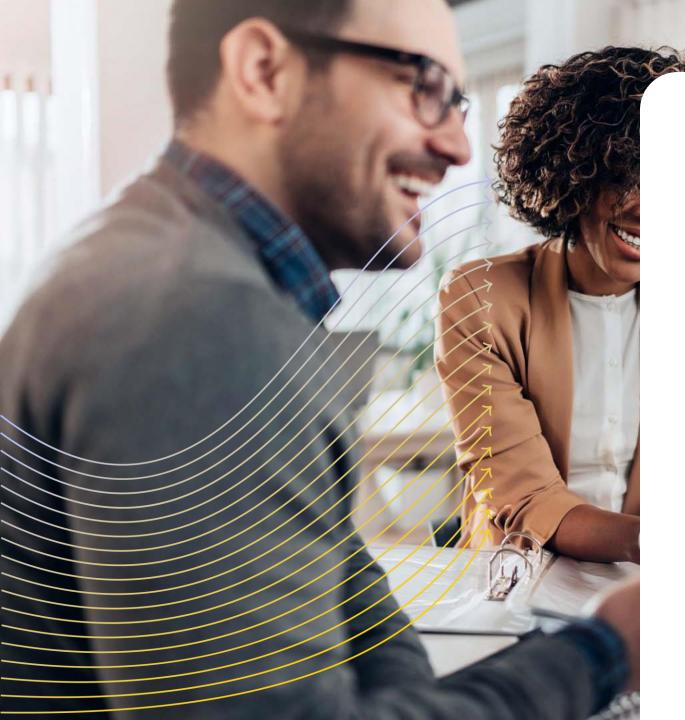
Some common reasons are:

- You used the card for an expense that was "pending" with your health plan or insurance carrier. This means, the claim wasn't fully processed.
- The description we receive from the merchant/provider doesn't show the type of expense. This can happen with dental and hospital expenses.
- You used your Inspira Card at a merchant that doesn't accept health care cards.

Important things to keep in mind:

- Save all your detailed receipts, statements and Explanation of Benefits (EOBs) from your health plan.
- Check the Inspira member website and/or Inspira Mobile app for alerts about your card purchases.
- Always respond to requests for documentation. If you don't respond, we may suspend your card.





INSPIRA DEBIT CARD

Requests for documentation letters

The Request for documentation letter explains you need to take action on your account and how. It includes the Inspira Card purchases you need to confirm are eligible.

You may get two letters. If this happens:

- You need to respond by the deadline noted in the first letter. If you don't respond, you'll receive a second letter.
- If you still don't respond, we'll suspend your card until you verify the expense is eligible, submit a replacement claim or send payment.



Types of documents to submit

Explanation of Benefits (EOB)

The best form of documentation. If the claim goes through your health plan, you'll receive an EOB from them.

Detailed receipt or itemized statement

Send a receipt or itemized statement that shows:

- Date of service
- Provider or merchant name
- Description of your purchase or the type of service
- Final amount you had to pay
- Patient or dependent name (if applicable)

Prescription drug receipt

If you're sending a receipt, it must contain the pharmacy name, patient name, drug name (if listed), date you filled the drug, and the amount you paid.

Note: We can not accept documents with a "pending" or an "estimated" amount due, even if it already has been paid to the provider.



Other ways to verify a card purchase

If you can't find your supporting documents OR used your Inspira Card in error, there are other ways to verify a card purchase.

Option 1: Send another eligible expense Option 2: Pay back your account

- Submit a claim for another eligible expense.
- Include the EOB, itemized statement or detailed receipt for your eligible expense. It must be from the same plan year.
- You can submit the claim through the Inspira member website, Inspira Mobile app, or complete a paper claim form and fax or mail it to us.
- Make sure the expense wasn't already paid for with your Inspira Card.
- Make sure you haven't received reimbursement for the expense.

- · Submit payment online.
- Send a personal check or money order to Inspira for the amount of the unverified card purchase.
- Include a copy of the request for documentation letter with your payment.

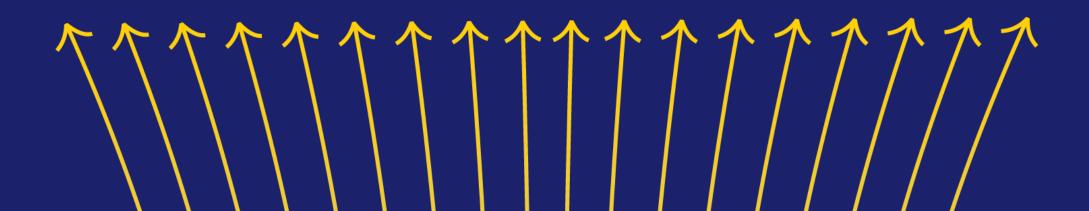
Option 3*: Apply health plan claims

*Only available if your plan offers the connected claims feature.

- You can use your unreimbursed health plan claims ("Connected Claims") to help verify your card purchase.
- You'll do this through the Inspira member website. From the account detail page, select "Verify card purchases" to get started.

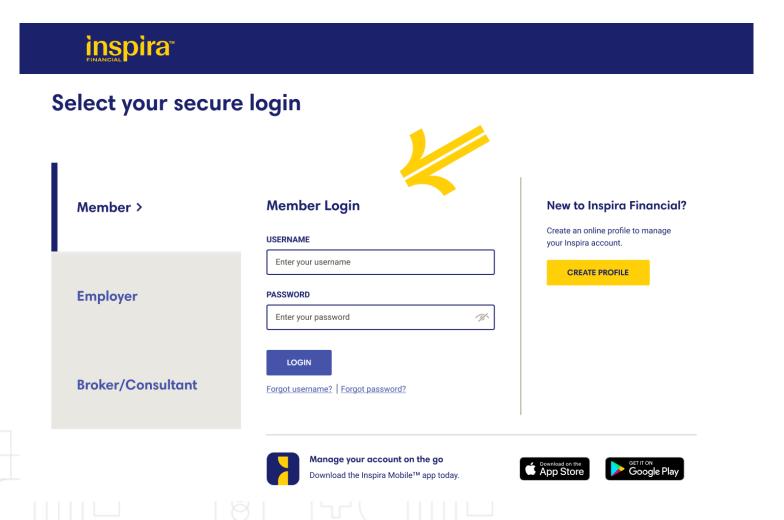


How to verify card purchases on the Inspira member website



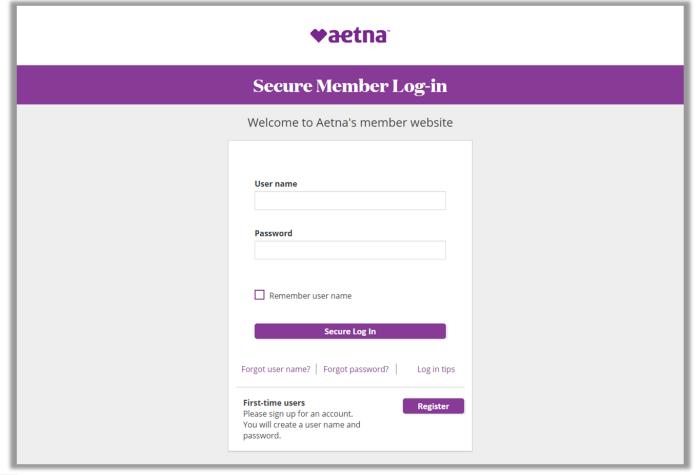
Go to mybenefits.inspirafinancial.com, click login

- Enter your username and password.
- Click login or select "create profile" to register.



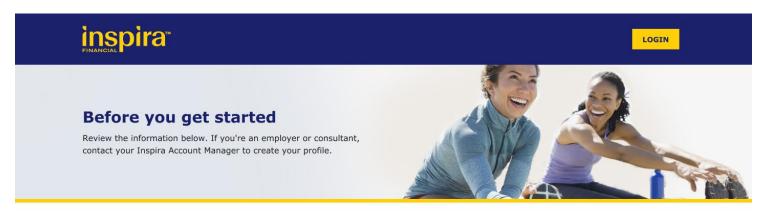


Aetna members can Single-Sign-On (SSO) through aetna.com





First time users - Be sure to have this information nearby.



Be sure to have this information nearby

Then you'll be ready to set up your online account.



Social Security number or Employee ID number

You only need to enter the last four digits or characters, if applicable. This helps us identify you.



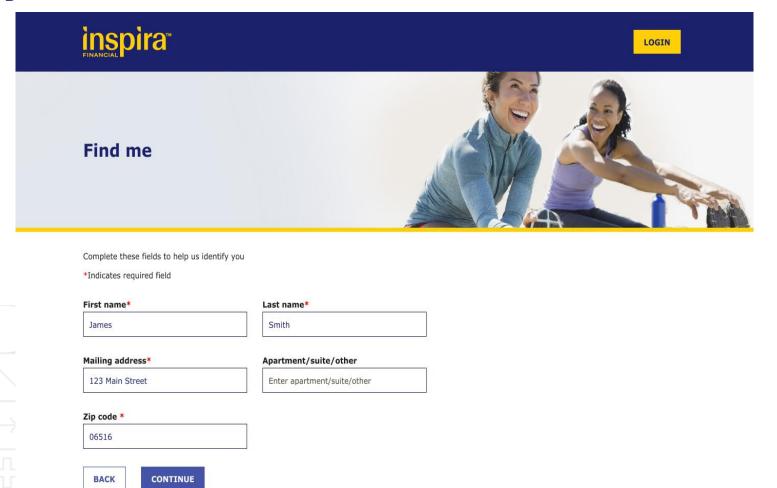
Email address

We'll ask you to share your email address. We'll only use it to send important account information.

GET STARTED

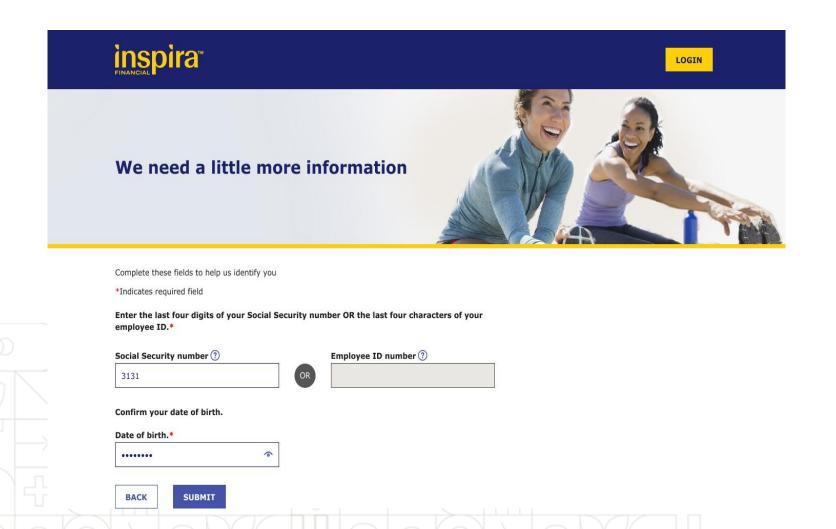


First time users - Complete the required fields to help us identify you.





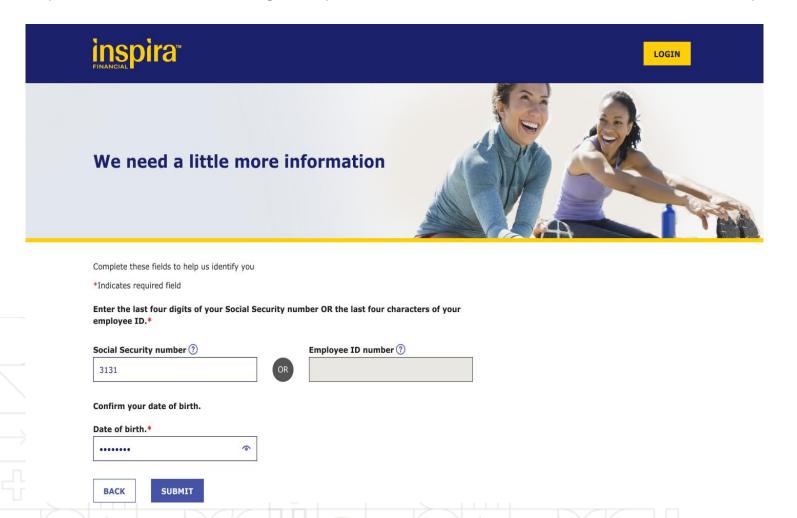
First time users - Complete this page to help us identify you. QUICK TIP: Your ID number may be your Social Security number, Employee ID or employer designated number.





First time users - Complete this page to help us identify you.

QUICK TIP: Your ID number may be your Social Security number, Employee ID or employer designated number. For another level of security, we'll ask you to enter the last 4 digits of your card number. So be sure to have that nearby.





Enter your email address and phone number.

We may use this information to update you on important account activity.

inspira™	LOGIN
Create your profile	
Welcome James	
Complete this page to create the profile for	your online account. The username and password you choose will also work for the Inspira Mobile $^{\text{TM}}$ app.
Your information	
*Indicates required field	
Username*	
jamessmith1	
	_
Password*	Confirm password*
Email address*	Confirm email address*
jamessmith@email.com	jamessmith@email.com
Phone number* (?)	
123-456-7890	
Mobile phone number* ② 987-654-3210	
30, 03, 3210	
Question 1*	
What was the name of your first pet?	▼
Answer 1*	
Spot	



Request a verification code to be sent by email or text.

This is how we verify your account. And it helps us remember your device and browser the next time you login.



Request a verification code

To get started, choose how you want to receive the verification code. If you already have a code, select I received my verification code.





Enter your verification code and click "Submit."

Secure Access

LOGIN

Verify your account Enter the verification code we sent you. *Indicates required field Verification code* 991454 Didn't get a code? Request a new verification code.

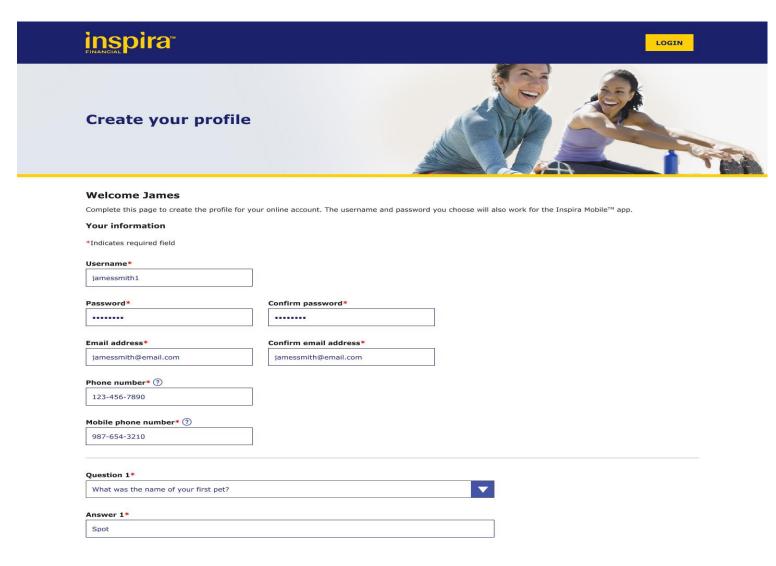


Create your profile

After you verify your account, you'll create your profile. We'll ask you to:

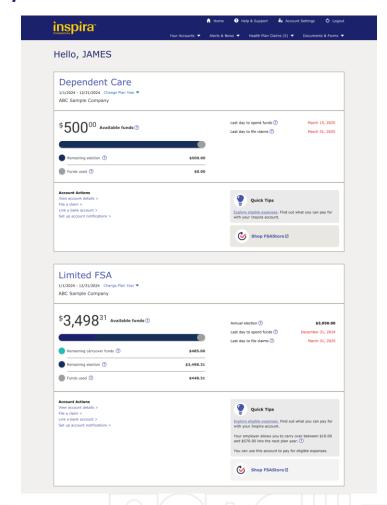
- Create a username and password
- Set up security questions and answers
- Review/accept the Online Services Agreement

QUICK TIP: After you create a username and password, you can use it to log into the Inspira Mobile® app.





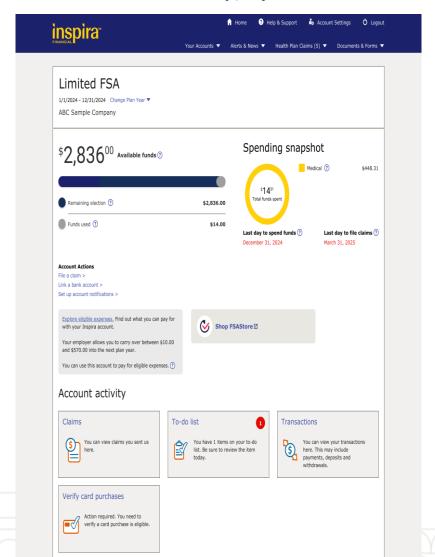
After you log in, select "View account details"





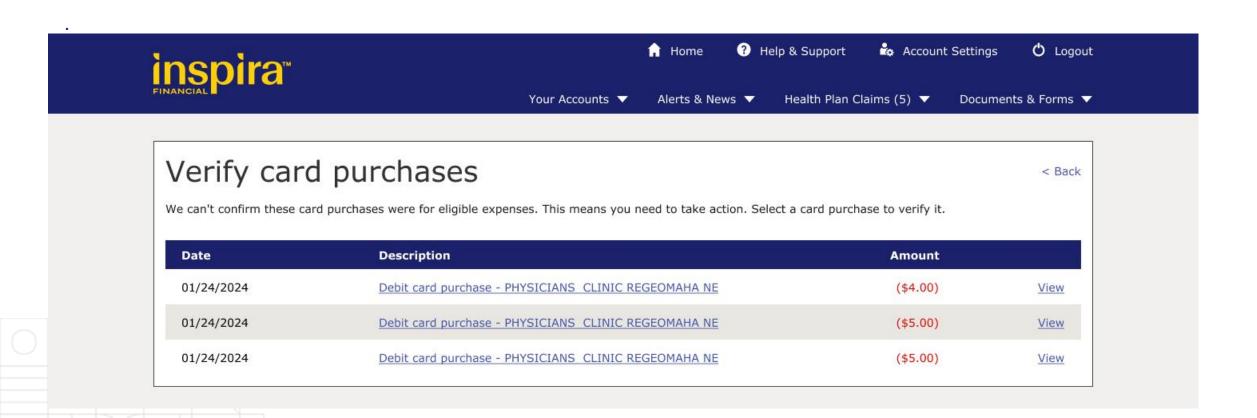
Select Verify card purchases.

Quick tip: You'll only see this option under Account activity, if you have unverified card purchases.



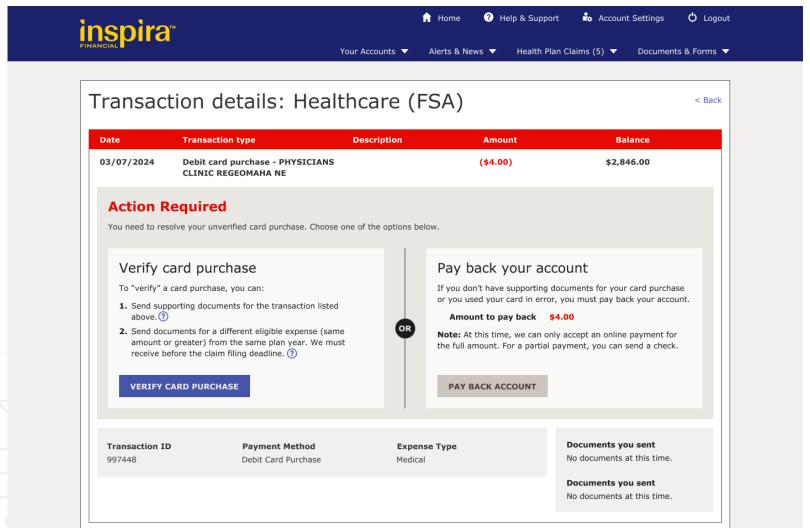


Select a card purchase to verify.

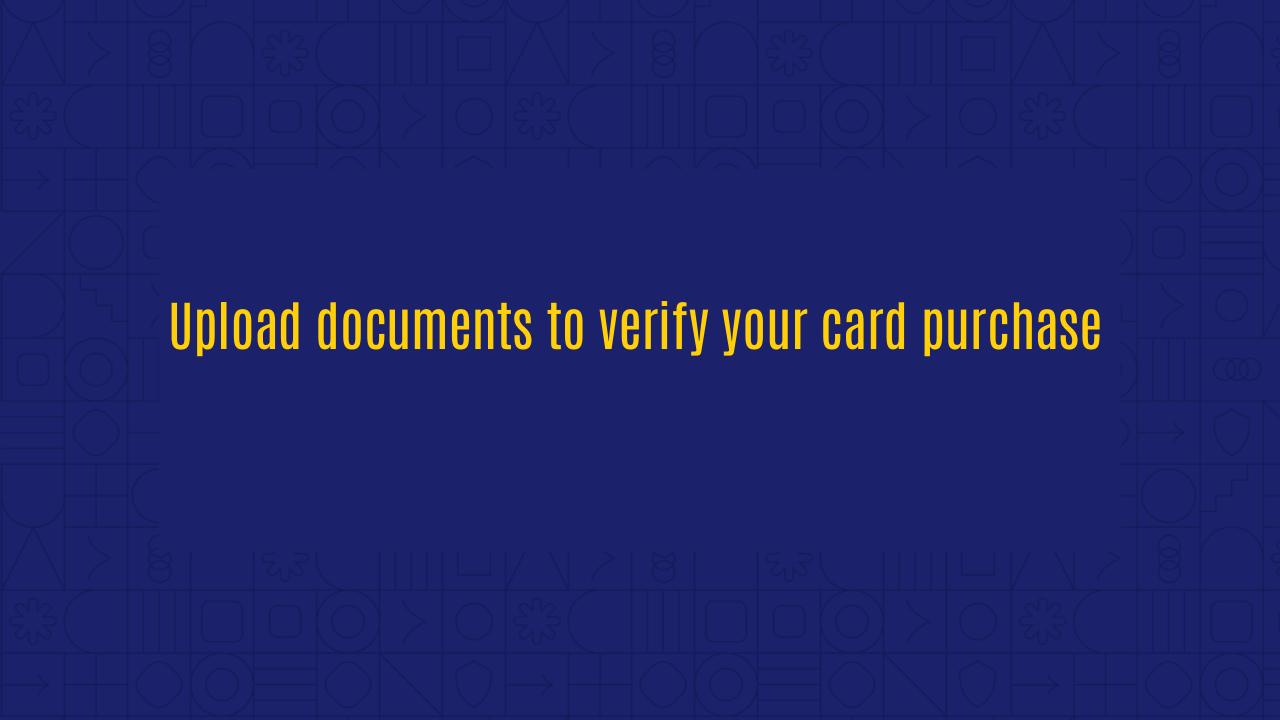




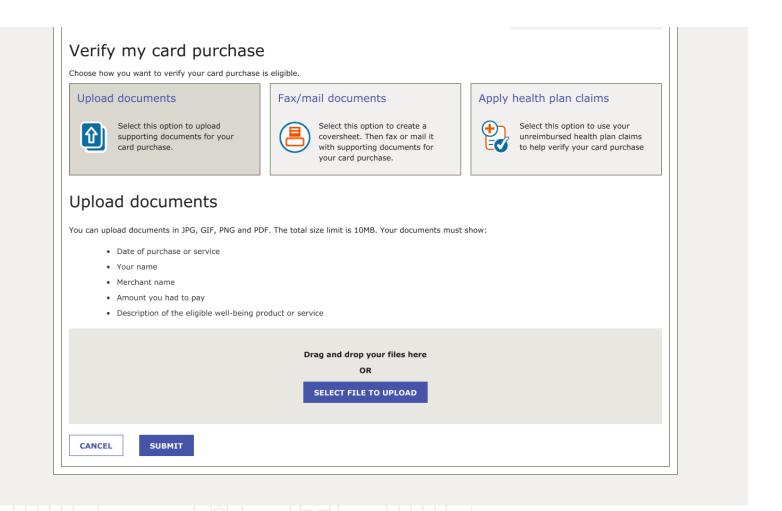
Click Verify Card Purchase.





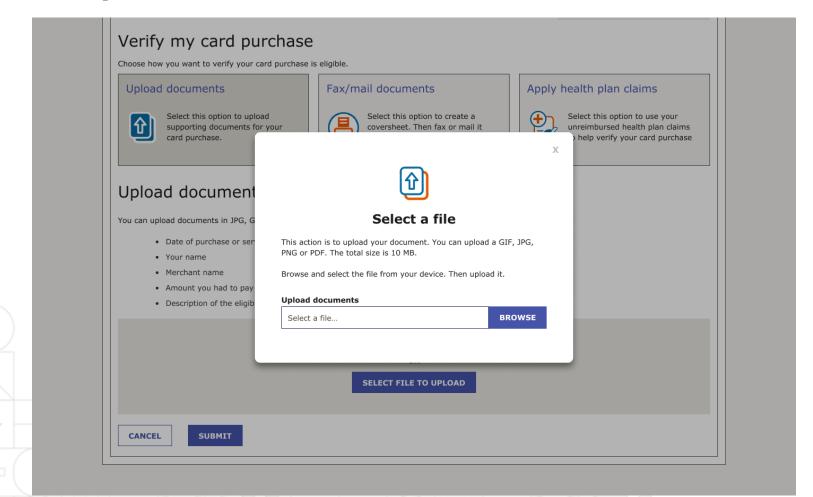


Click on Upload documents.





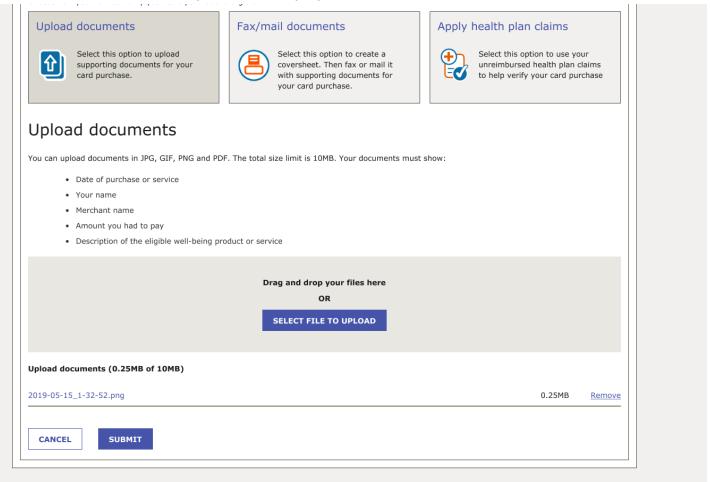
You can drag and drop your files to the grey box or click on Select File to Upload.





Click on Browse to select your document from your computer.

Quick tip: You can upload documents in JPG, GIF, PNG, or PDF. They must show the merchant/provider name, patient name, date of service, description of service and final amount you had to pay.



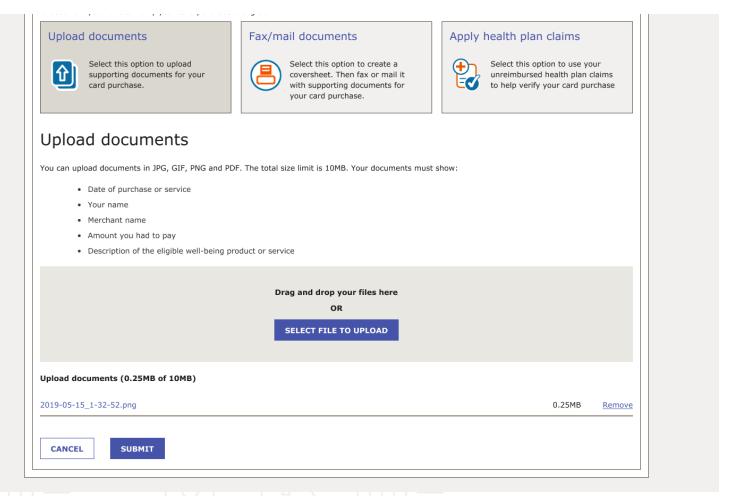


Once you select your document, click Upload.

Verify my card purchase Choose how you want to verify your card purchase is eligible Upload documents Fax/mail documents Apply health plan claims Select this option to create a Select this option to use your Select this option to upload help verify your card purchase Upload document Select a file You can upload documents in JPG, G This action is to upload your document. You can upload a GIF, JPG, · Date of purchase or ser PNG or PDF. The total size is 10 MB. Your name Browse and select the file from your device. Then upload it. · Merchant name · Amount you had to pay **Upload documents** · Description of the eligib **BROWSE** receipt.jpg CANCEL

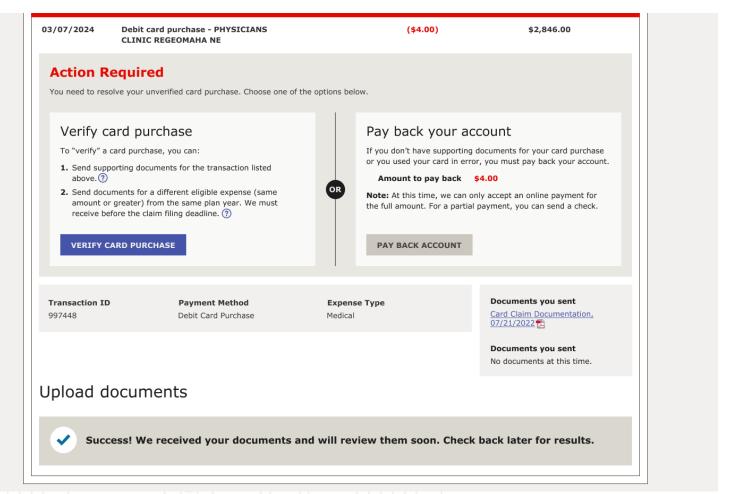


You can upload more than one document. The total size limit is 10MB. Once you upload all your documents, click Submit.



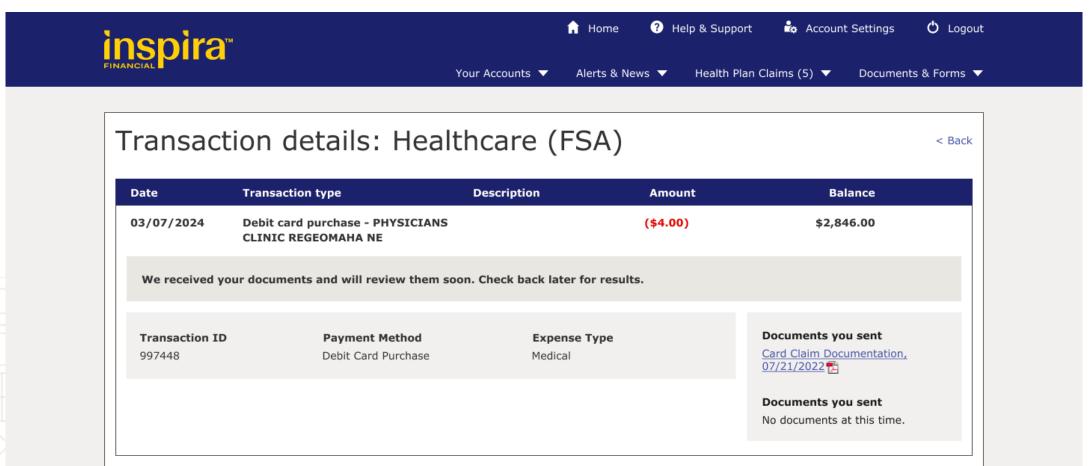


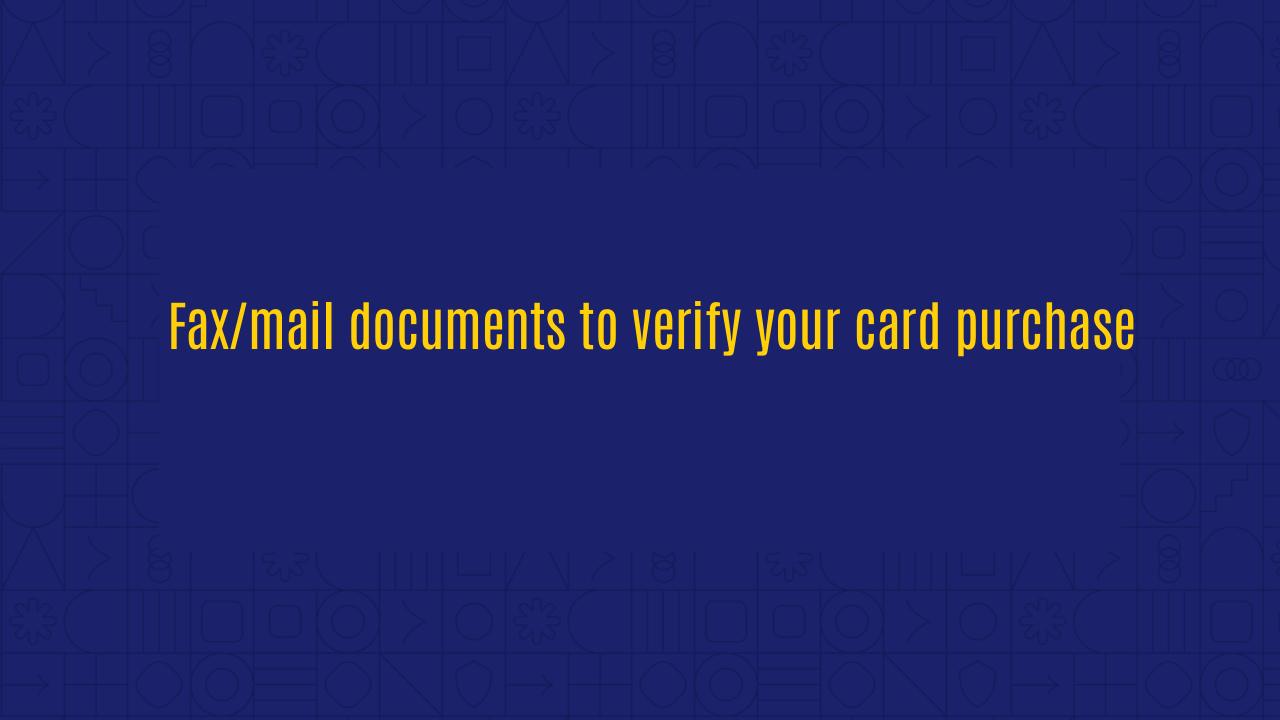
Below is the message you'll see if your upload was a success. Under Documents you sent, you'll see a link with your uploaded documents.



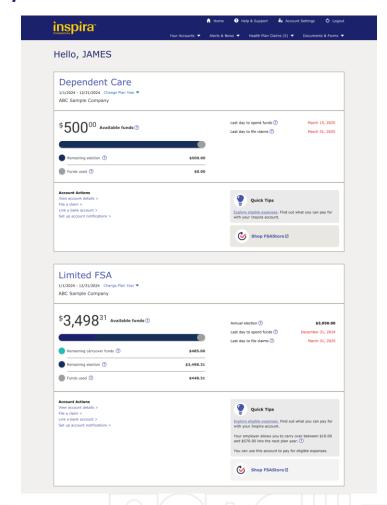


View the status of your transaction: Select your account from "Your accounts" drop-down menu. Click on Transactions. Then select the transaction you want to view. The grey box will display the status.





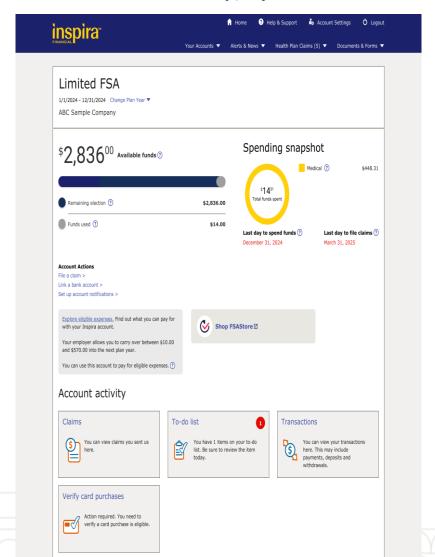
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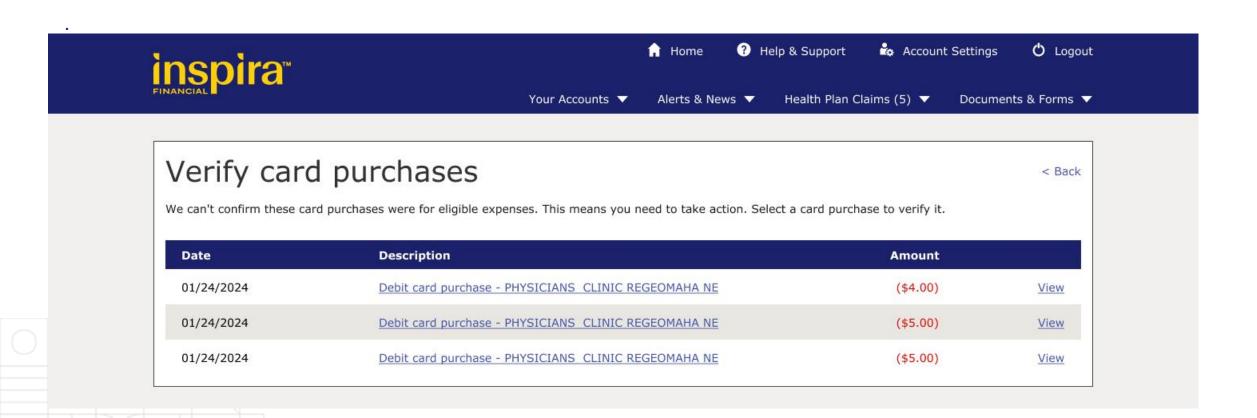
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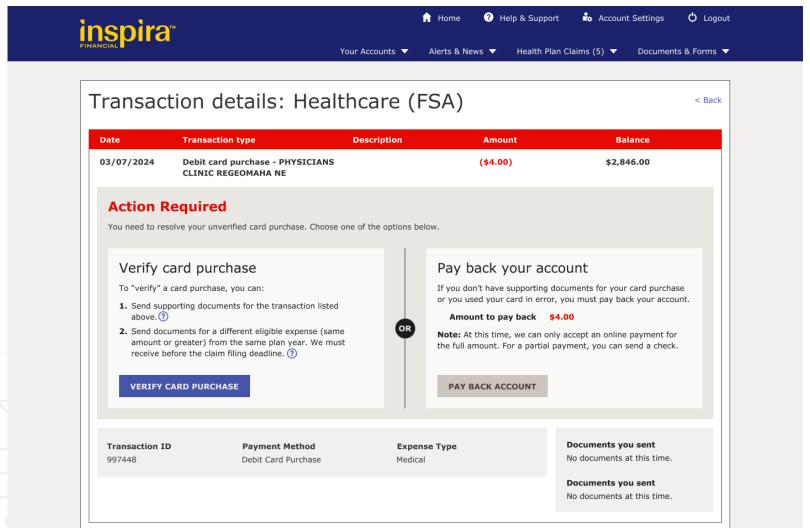


Select a card purchase to verify.



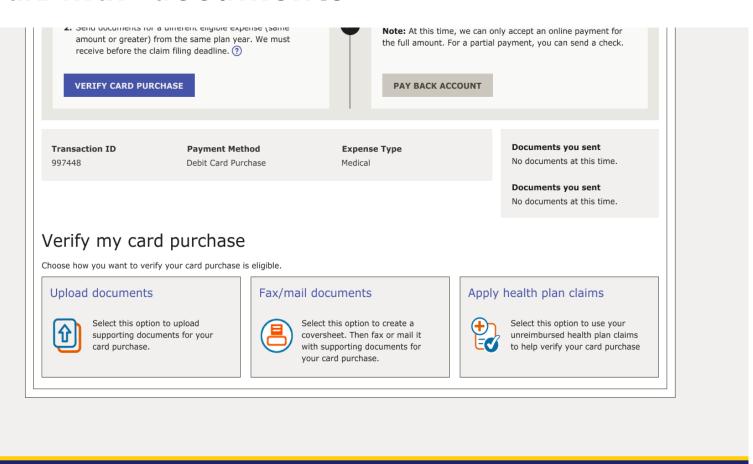


Click Verify Card Purchase.





Click on Fax/mail documents.



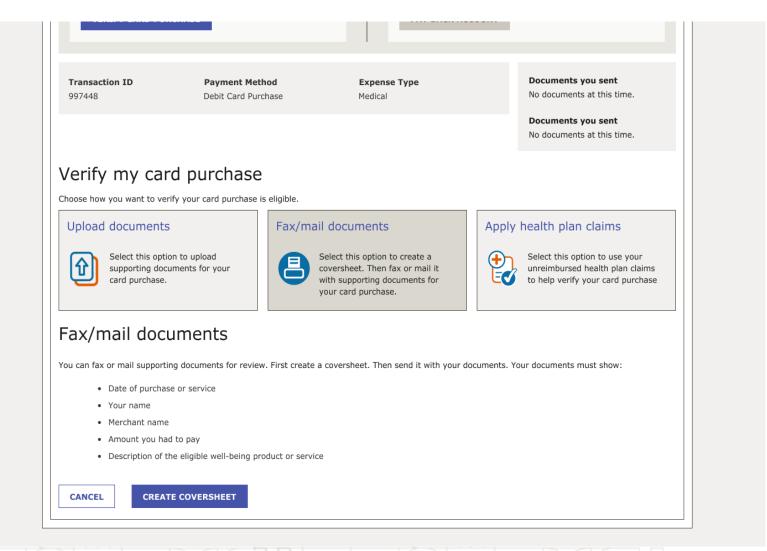
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Share my screen

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Click on Create Coversheet

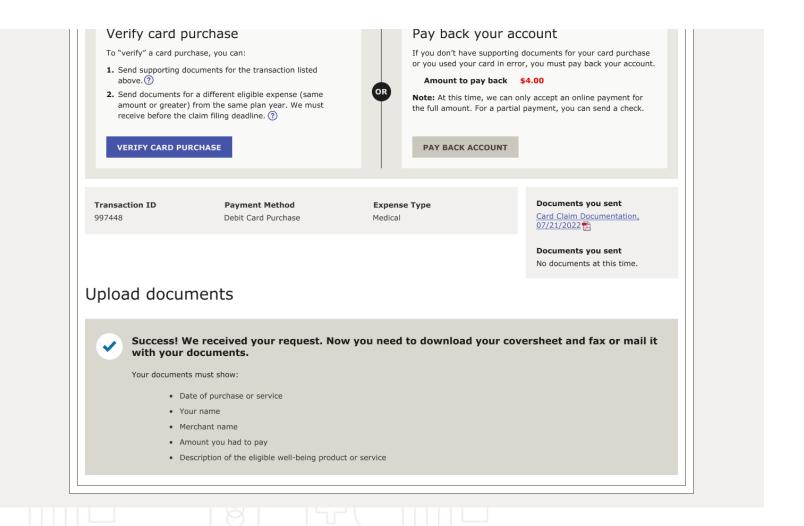




Click on Download Coversheet. Print and fax or mail along with supporting documents.

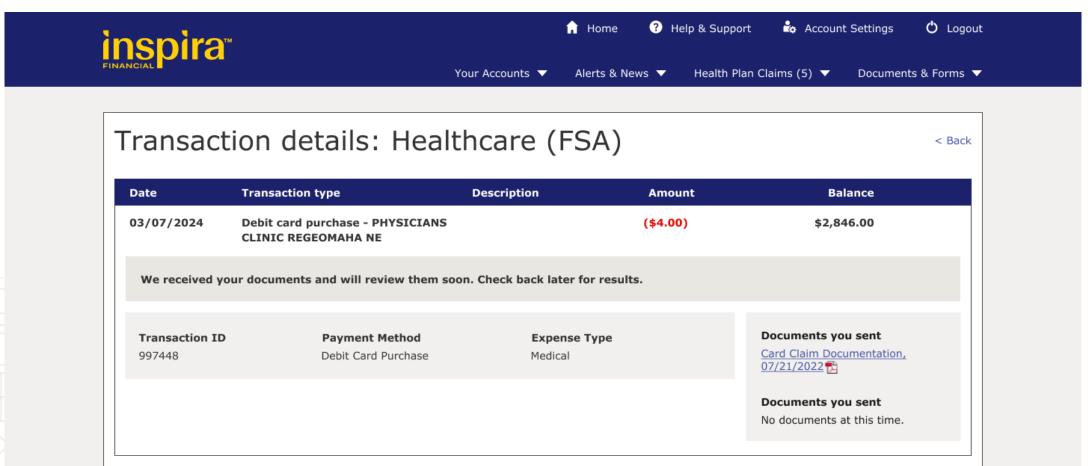
Quick tip: Your documents must show the merchant/provider name, patient name, date of service, description of service and final amount you

had to pay.





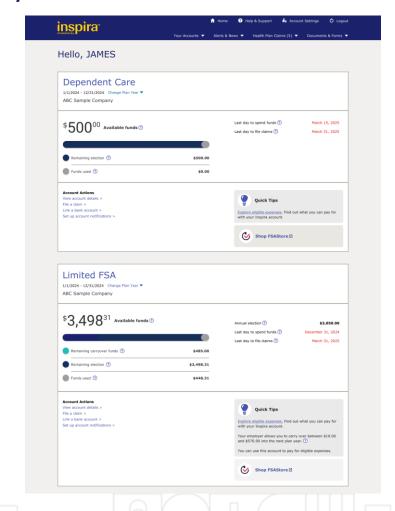
View the status of your transaction: Select your account from "Your accounts" drop-down menu. Click on Transactions. Then select the transaction you want to view. The grey box will display the status.



Apply health plan claims* to verify your card purchase

*only available if your plan includes Connected Claims

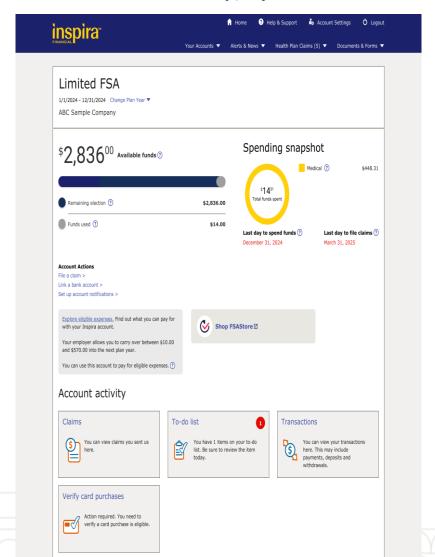
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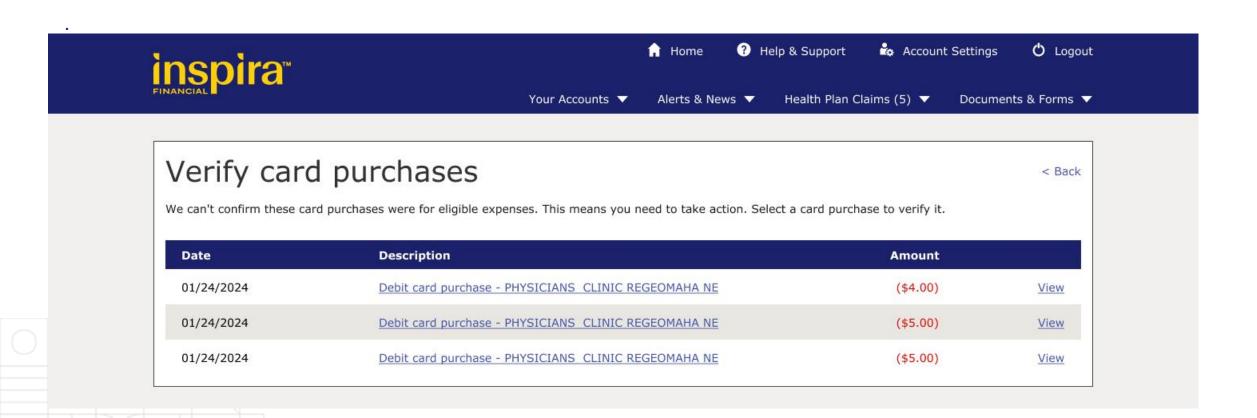
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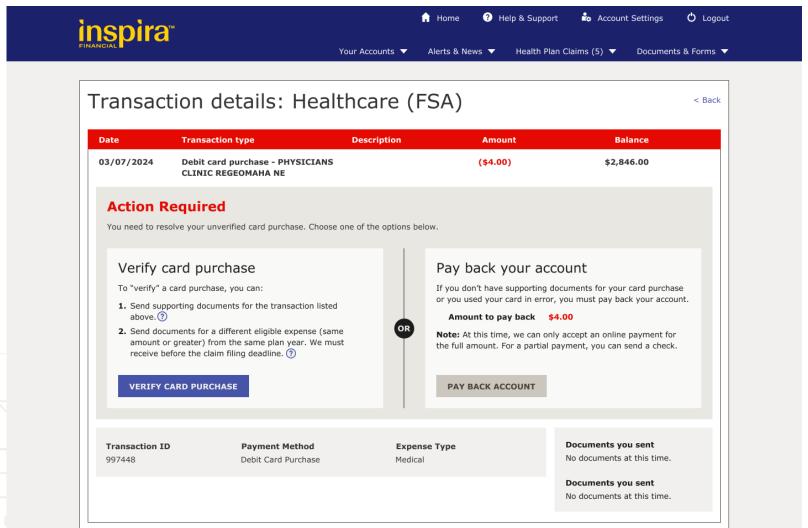


Select a card purchase to verify.



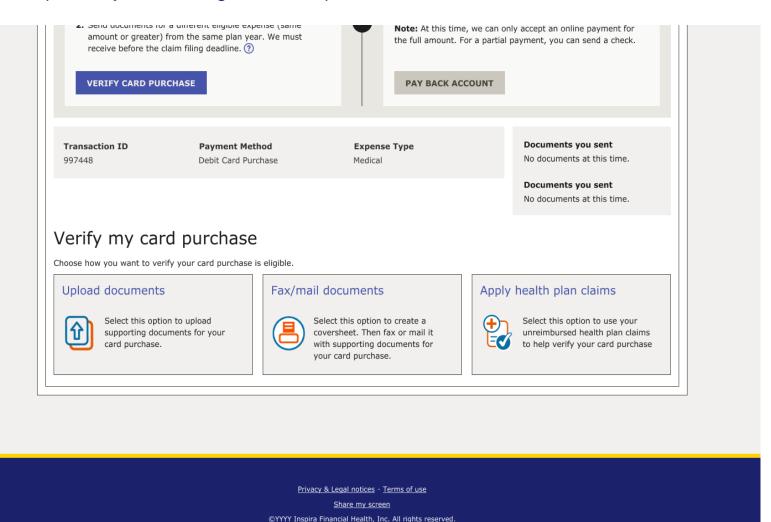


Click Verify Card Purchase.





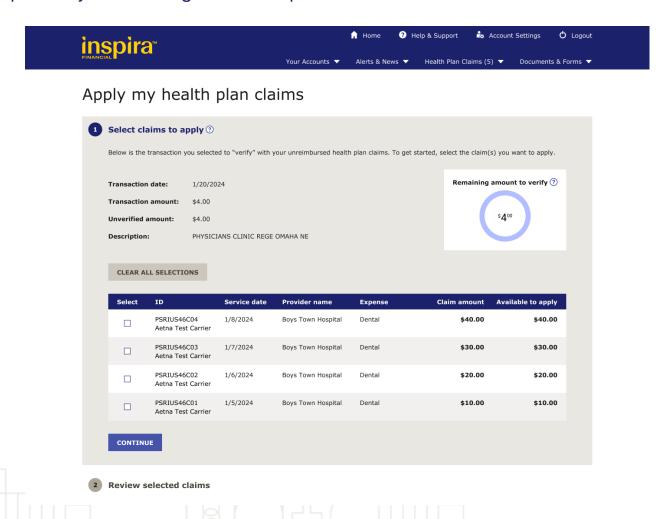
Click on Apply health plan claims. Quick tip: You'll see this option if you have eligible health plan claims available.





Select the claims you want to apply.

Quick tip: You'll see this option if you have eligible health plan claims available.

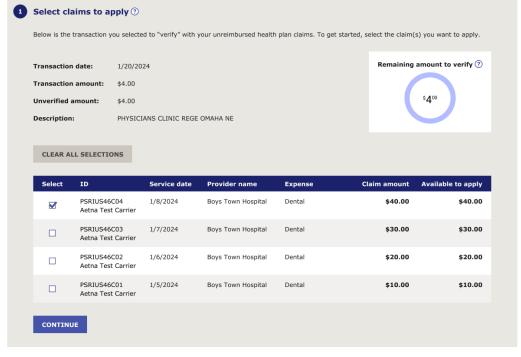


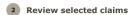


Once you select enough claims to verify you card purchase, click continue.



Apply my health plan claims







Review the claims you selected and click continue. To make changes, go back to step 1.



Apply my health plan claims

Select claims to apply ?



3 Certify and submit

CANCEL



Certify and submit your request to apply the health plan claims to your card purchase.



Apply my health plan claims

- Select claims to apply ?
- **Review selected claims**
- **Certify and submit** ✓ I certify that my spouse, eligible dependent or I have incurred the expenses listed in Step 2. I haven't received reimbursement for any of these expenses. And I won't seek reimbursement elsewhere, including from a Health Savings Account (HSA). If I receive reimbursement, my spouse or I won't claim the same expenses on our income tax return.

SUBMIT

CANCEL



Below is the message you'll see if your request was a success.

Quick Tip: If your health plan claims exceed your card purchase amount, you can request funds from your account now. We've also made it convenient for you to take action on other unverified card purchases, if applicable.

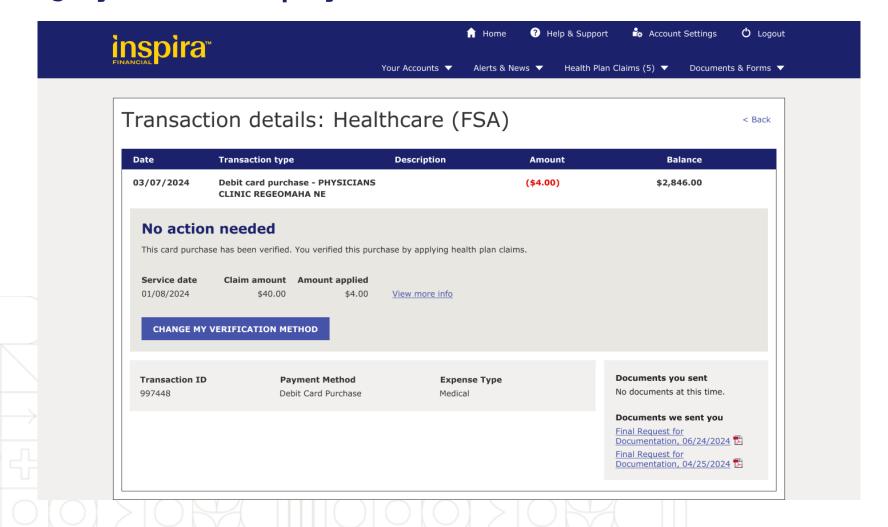


Apply my health plan claims

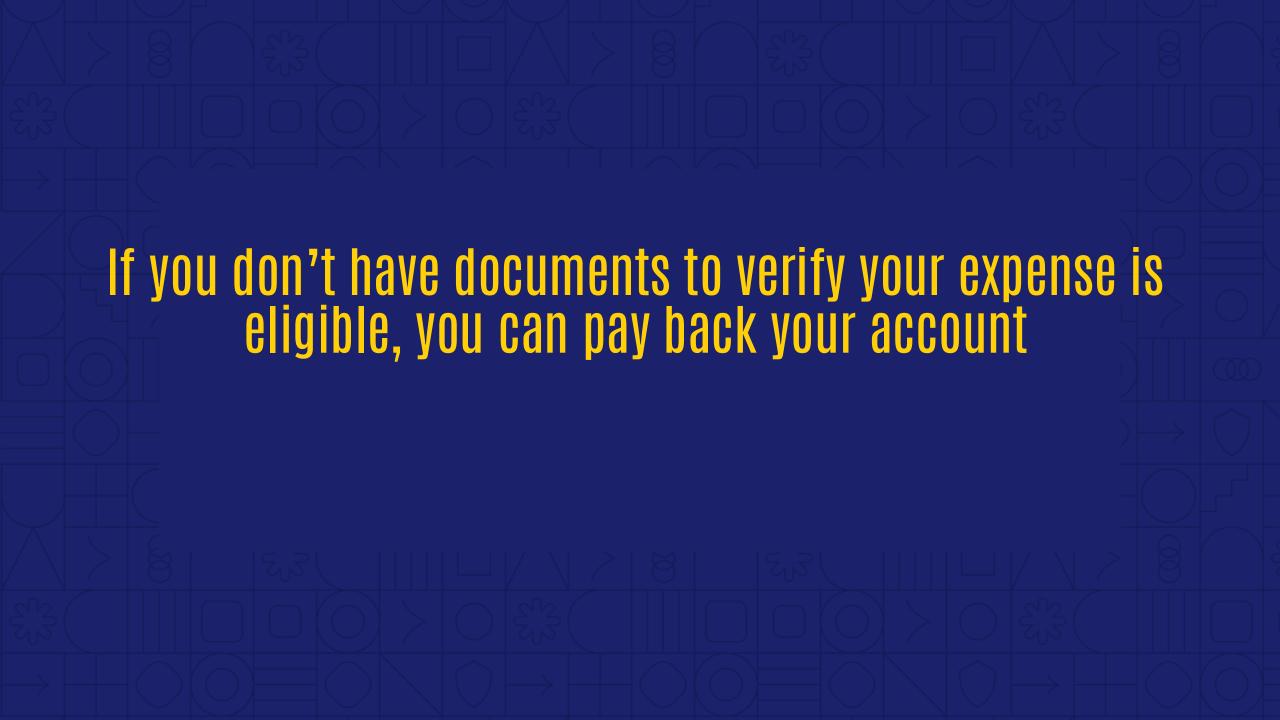


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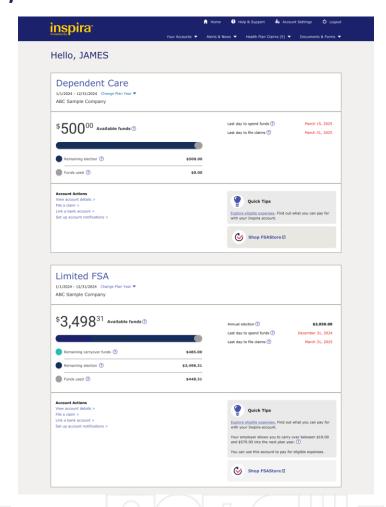
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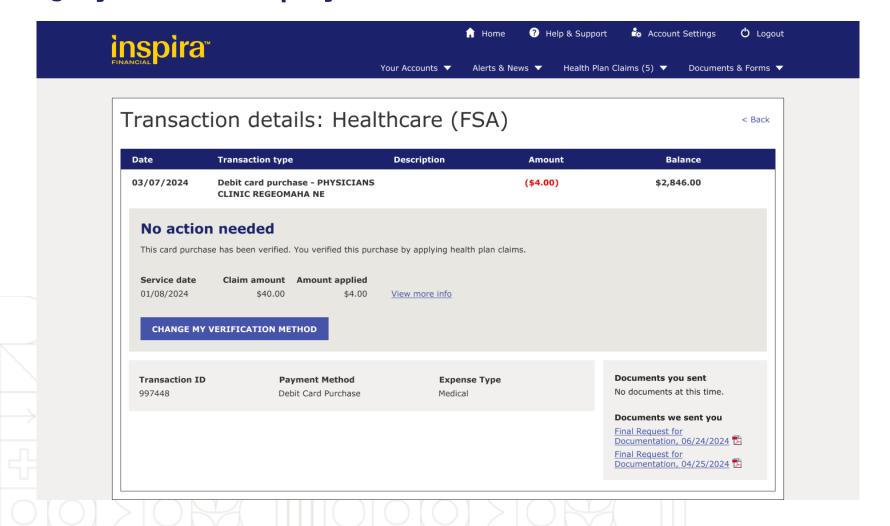


After you log in, select "View account details"





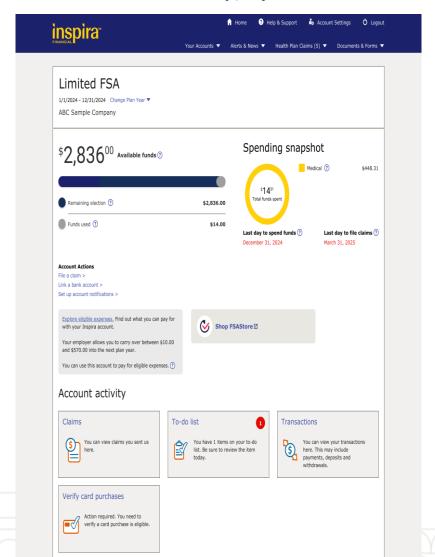
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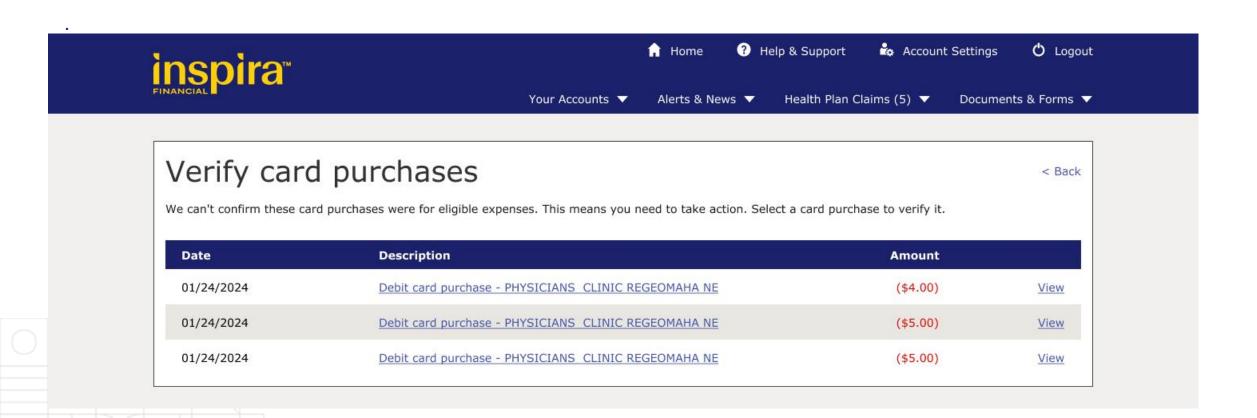
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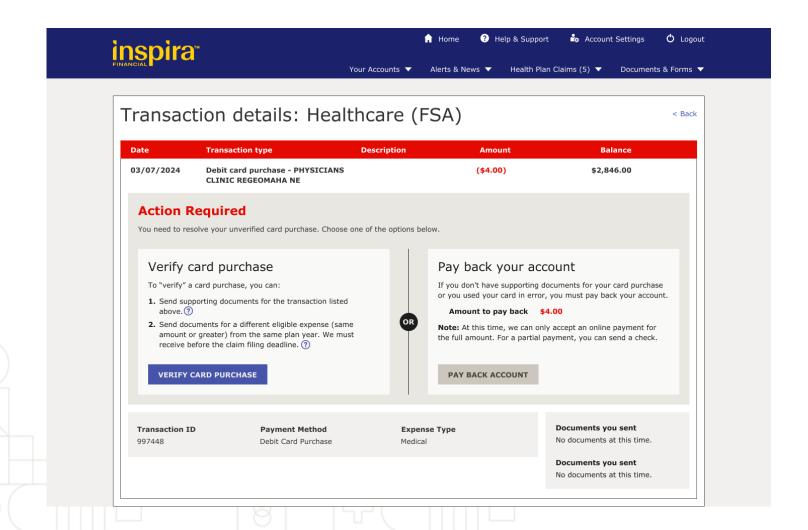


Select a card purchase to verify.



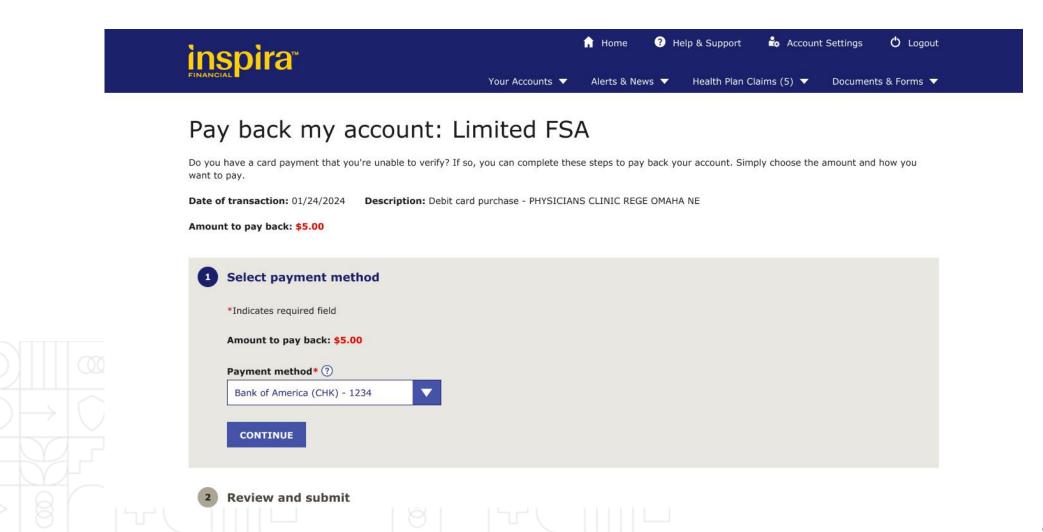


Click Pay Back Account



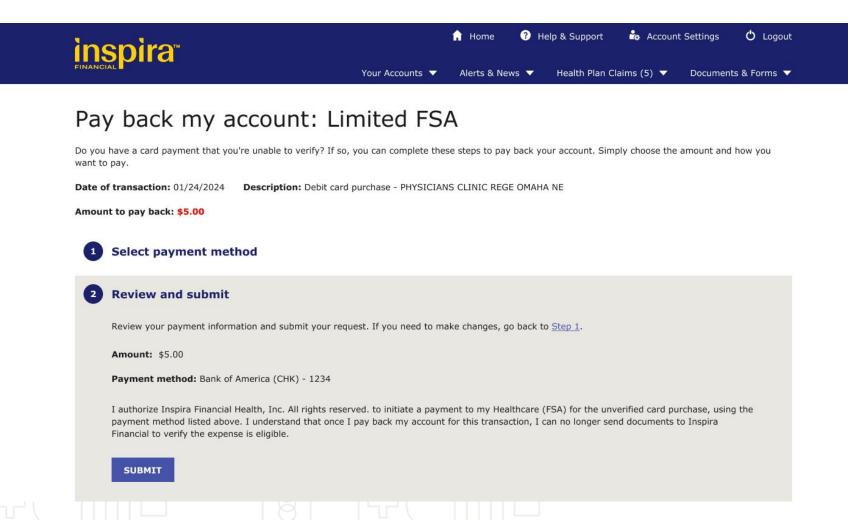


Select your payment method and click, Continue.





Select your payment info and click, Submit.



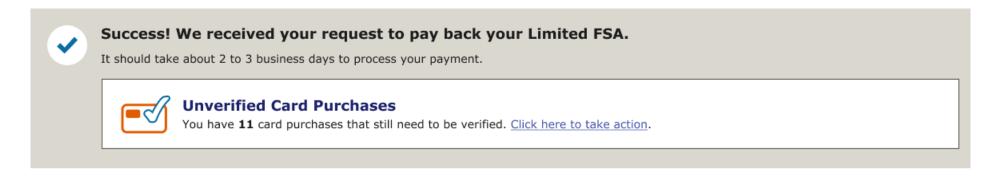


Payment request received

Allow 2 to 3 business days for processing.



Pay back my account: Limited FSA



TAKE ME TO MY DASHBOARD



Thank you!



Questions?

Visit inspirafinanical.com or call us at 1-844-729-3539 (TTY:711)

Monday – Friday, 7 a.m. to 7 p.m. CT

Saturday, 9 a.m. to 2 p.m. CT



Presenter Name

Job title

Contact Info

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(03/24)