

QUICK REFERENCE GUIDE

Direct billing

Get started

- Go to mybenefits.inspirafinancial.com
- If you're a new user, click "Create Profile" to get started. Otherwise, click on "Member" and enter your username and password.

Set up account notifications

- Go to "Account Settings" then click "Account notifications" and choose the notifications you want to receive and how you get them.
- Click "Save."

View your detailed account information

Once enrolled on your dashboard, you'll see a summary of your most recent account activity. You'll also see upcoming premiums due along with due dates and number of days left to pay.

Make a payment online

- Under your direct billing account, click "Make a payment." You can set up a one-time, recurring payment, or pay by credit card.
- If you have not linked a bank account yet, you will need to add one.

Note: If you enroll in the recurring payment option, you won't receive monthly payment communications from Inspira.

Make a payment via mail

If you cannot set up automatic payments, you can make a payment via check or money order and mail it to:

Inspira Financial
PO Box 953374
St. Louis, MO 63195-3374

Be sure to include your name and participant number.

Account actions

Log in to:

- Manage dependents.
- Manage your address.
- Cancel direct bill coverage (if available).

Access important notices and letters

- At the top of the page, click "Documents and Forms" and select "My Documents."
- Then choose the document you'd like to view and/or print.



Access benefits anywhere, anytime

Download our free mobile app on your mobile device's app store. Easily access your account information in the palm of your hand.

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