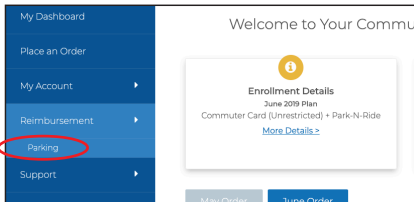


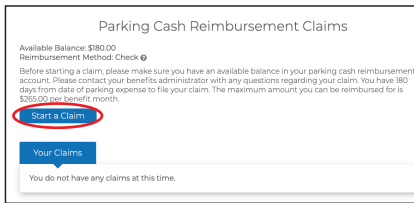
# How to File a Claim for Parking Cash Reimbursement

Formerly referred to as “Pay Me Back”.

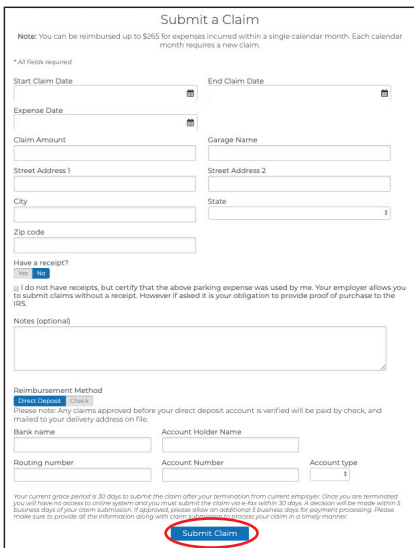
1. From the side menu select ‘Reimbursement > Parking’.



2. Review your available balance and click ‘Start a Claim’.



3. Fill out the form and click ‘Submit Claim’.



4. A confirmation will display that your claim has been submitted.

## Helpful Tips

### Reimbursement Options

You can choose to be reimbursed by direct deposit or check.

### About Cash Reimbursement

You will pay for your parking expenses out of pocket, so be sure to save your receipts. Go to the Parking Cash Reimbursement page on our site and file a claim. Once your claim is approved, we will send you a reimbursement check.

### Before Starting Your Claim

Please make sure you have an available balance in your parking cash reimbursement account. Please contact us at 833-584-8109 with any questions regarding your claim. You have 180 days from date of parking expense to file your claim. The maximum amount you can be reimbursed for is \$265.00 per benefit month.