

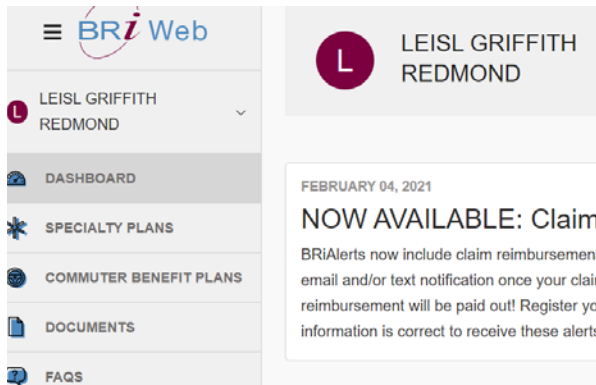
HOW TO CLAIM YOUR \$20 MONTHLY TRANSIT OR BICYCLE SUBSIDY

THIS IS A THREE-PART PROCESS:

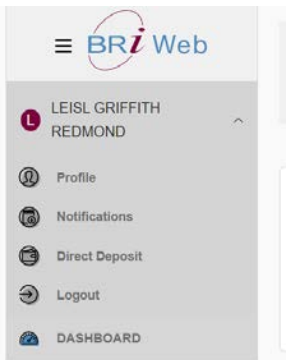
- A.** Sign up for Direct Deposit
- B.** Choose and Enroll in Your Subsidy
- C.** Print, Scan and Upload your Subsidy Attestation Form (page 9)

A. SIGN UP FOR DIRECT DEPOSIT

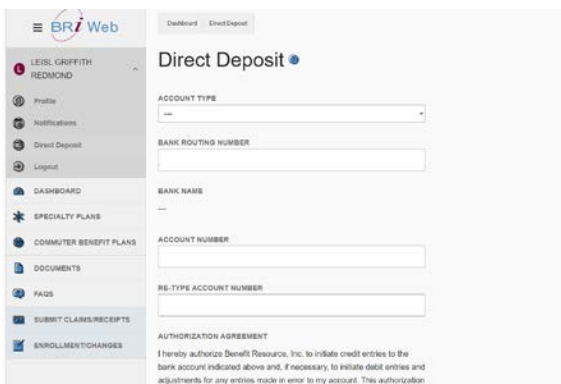
1. Go to <http://www.BenefitResource.com>.
2. You must first *REGISTER* and enroll with your personal information on the BRI website.
3. After completing Registration, Log In to your Account. You will see this image showing *Your Name* above **DASHBOARD** on the left




4. Click the down arrow next to your name. That will reveal the drop-down menu. Click **Direct Deposit**

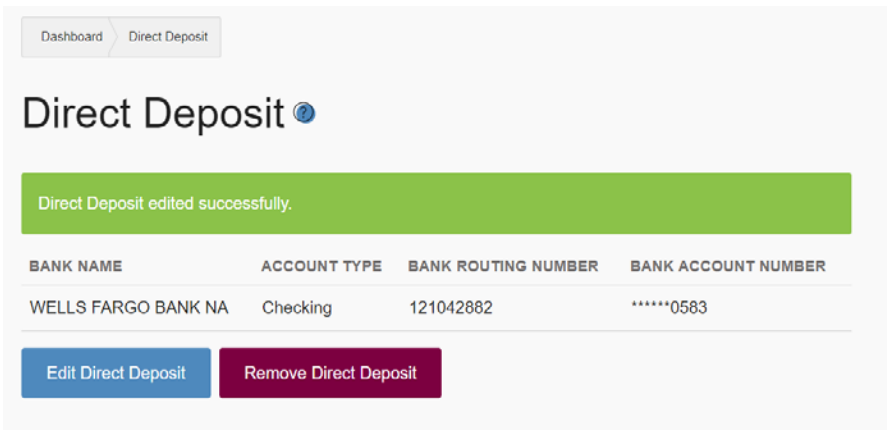


5. Enter your banking information in the fields shown. You will need to know
 - a. **Account Type** – Checking or Savings.
 - b. **Bank Routing Number** – Also available on the internet for most banks.
 - c. **Bank Name** – Will autofill from the Routing number.
 - d. **Bank Account Number** – Enter all digits.
 - e. **Retype Bank Account number** – Make sure it's correct.



6. Read the Authorization Agreement. Click **I Agree**. Save your information, or Update Information.

7. **Success!**  You should see this screen.



Dashboard > Direct Deposit

Direct Deposit

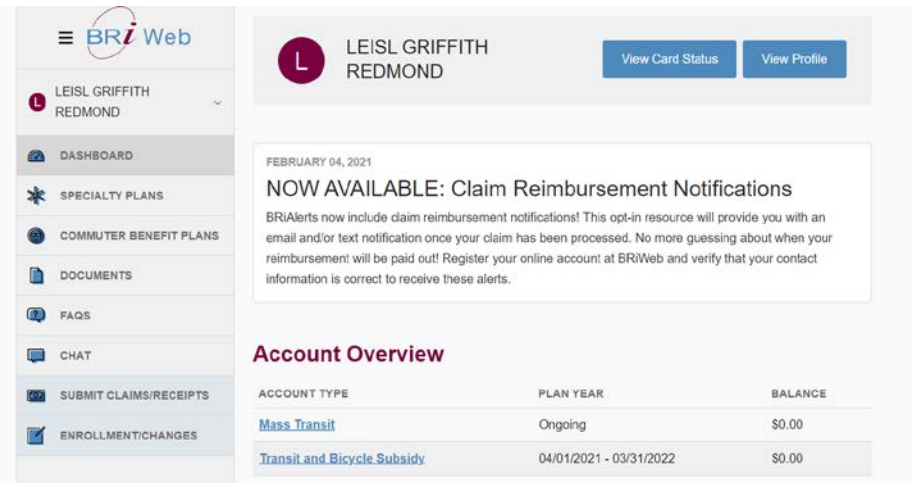
Direct Deposit edited successfully.

BANK NAME	ACCOUNT TYPE	BANK ROUTING NUMBER	BANK ACCOUNT NUMBER
WELLS FARGO BANK NA	Checking	121042882	*****0583

[Edit Direct Deposit](#) [Remove Direct Deposit](#)

B. CHOOSE AND ENROLL IN YOUR SUBSIDY

1. When you **Log In**, you'll be on your **DASHBOARD**.

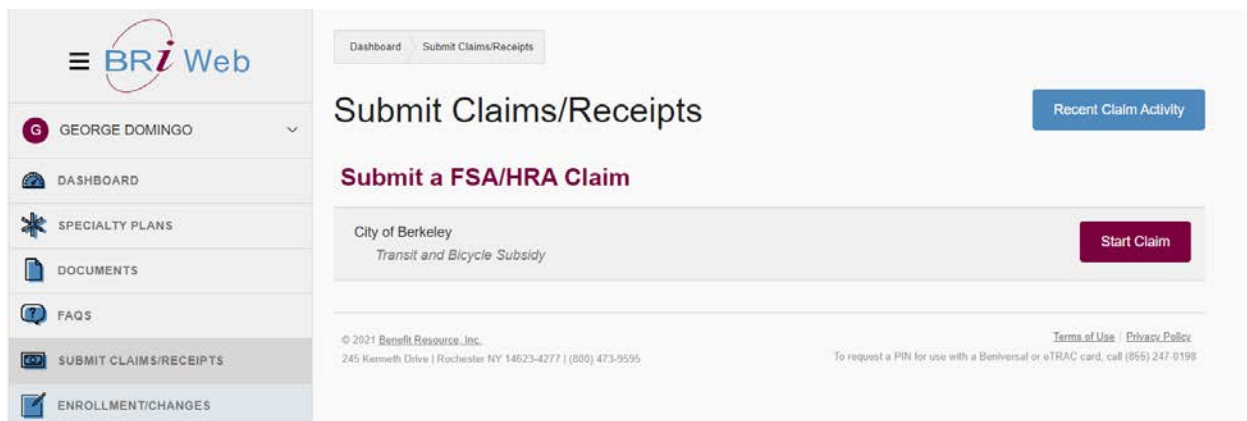


The screenshot shows the BRI Web dashboard for user LEISL GRIFFITH REDMOND. The left sidebar contains navigation options: LEISL GRIFFITH REDMOND, DASHBOARD, SPECIALTY PLANS, COMMUTER BENEFIT PLANS, DOCUMENTS, FAQs, CHAT, SUBMIT CLAIMS/RECEIPTS, and ENROLLMENT/CHANGES. The main content area displays the user's name and profile picture, with buttons for 'View Card Status' and 'View Profile'. A notification banner for 'FEBRUARY 04, 2021' states: 'NOW AVAILABLE: Claim Reimbursement Notifications'. Below this is an 'Account Overview' table:

ACCOUNT TYPE	PLAN YEAR	BALANCE
Mass Transit	Ongoing	\$0.00
Transit and Bicycle Subsidy	04/01/2021 - 03/31/2022	\$0.00

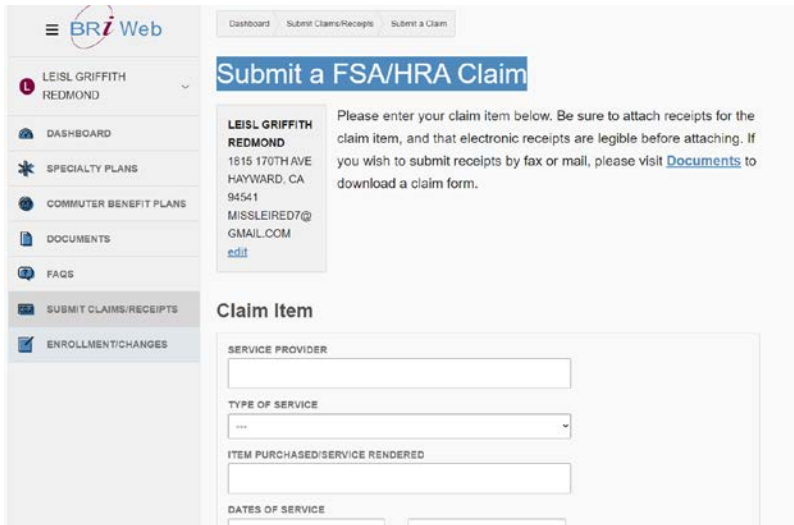
2. From the left side menu, Click **SUBMIT CLAIMS & RECEIPTS**.

On this page, Click **Start Claim**.



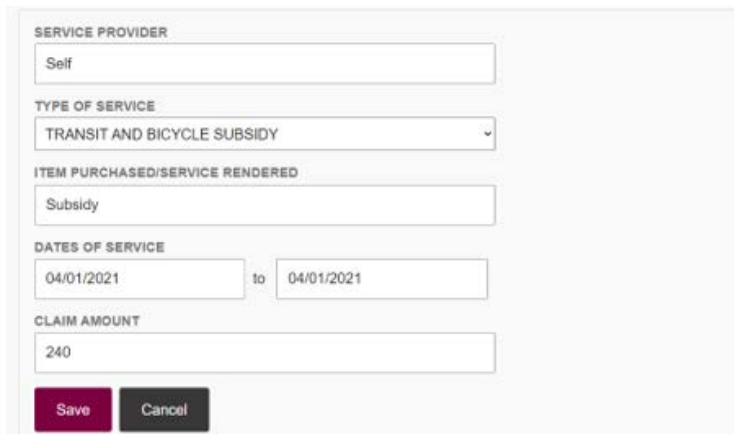
The screenshot shows the 'Submit Claims/Receipts' page for user GEORGE DOMINGO. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail 'Dashboard > Submit Claims/Receipts' and a 'Recent Claim Activity' button. The page title is 'Submit Claims/Receipts'. Below the title is a section for 'Submit a FSA/HRA Claim' with a 'Start Claim' button. The selected subsidy is 'City of Berkeley Transit and Bicycle Subsidy'. At the bottom, there is a copyright notice for 2021 Benefit Resource, Inc. and a link to 'Terms of Use | Privacy Policy'.

3. You'll see this page [“Submit a FSA/HRA Claim.”](#)



4. Under **“Claim Item”**, enter the following information in the fields as shown below.

- a. **SERVICE PROVIDER** – Self
- b. **TYPE OF SERVICE** – Subsidy Claim amount = \$240
- c. **ITEM PURCHASED/SERVICE RENDERED** – TRANSIT & BICYCLE SUBSIDY
- d. **DATES OF SERVICE** – Enter TODAY’S DATE in BOTH date fields
EXAMPLE: 4/1/2021 to 4/1/2021



5. Click **Save** after you have completed all the fields.

Claim Item

PROVIDER OF SERVICE	TYPE OF SERVICE	ITEM PURCHASED / SERVICE RENDERED	DATE(S) OF SERVICE	CLAIM AMOUNT	
Self	TRANSIT AND BICYCLE SUBSIDY	Subsidy	04/01/2021	\$240.00	Edit
				Total: \$240.00	

SERVICE PROVIDER

TYPE OF SERVICE

ITEM PURCHASED/SERVICE RENDERED

DATES OF SERVICE
 to

CLAIM AMOUNT

[Save](#) [Cancel](#)

C. PRINT, SCAN AND UPLOAD YOUR SUBSIDY FORM

1. You can find the **Subsidy Attestation Form** attached as the last page of these instructions. [The form is also saved under the Commute Benefits tab on iCOBWeb]
 - a. Complete the Form,
 - b. Scan and save file to your computer as a PDF, JPEG, JPG, BMP, GIF, TIF, TIFF. (Filename should be “*First Name Last Name Attestation Form*”)
 - c. Click **Choose File**
 - d. Upload your file to the website as an **Attachment**.
 - e. Click **Save**

Attachment(s)

ACCEPTED FILE TYPES: *.JPG, *.JPEG, BMP, GIF, PDF, PNG, TIF, TIFF
*INDICATES RECOMMENDED FORMAT

Required receipt detail: Name of provider, Date of service, description of service, cost

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2. Click **Submit**. All done!

Attachment(s)

ACCEPTED FILE TYPES: *.JPG, *.JPEG, BMP, GIF, PDF, PNG, TIF, TIFF
*INDICATES RECOMMENDED FORMAT

FILE NAME	FILE SIZE	FILE TYPE	
Leisl Attestation Form.pdf	424.2 KB	PDF	<input type="button" value="Delete"/>

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3. You should see this **Recent Claim Activity** screen. **Claim submitted successfully** means your **subsidy enrollment is complete!** 

Recent Claim Activity

Claim submitted successfully.

FSA/HRA Claims

PROVIDER OF SERVICE	TYPE OF SERVICE	ITEM PURCHASED / SERVICE RENDERED	DATE(S) OF SERVICE	CLAIM AMOUNT	SUBMITTED
Self	TRANSIT AND BICYCLE SUBSIDY	Subsidy	04/01/2021	\$240.00	04/01/2021 7:36pm
				Total:	\$240.00

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4. You'll get this confirmation email sent to the address you saved in your BRI account.

BRIWEB: Claim Submission Confirmation

Inbox

Benefit Resource, Inc <donotreply@benefitresource.com> Apr 1, 2021, 4:36 PM (18 hours ago)

to LEIRED

Dear LEISL,

This email confirms receipt of your claim on 2021-04-01 with a requested amount of \$240.00.

Please login to your account at www.BenefitResource.com to view the status of your claim, to sign-up for direct deposit for reimbursement or to update your notification preferences.

For assistance, please contact the Participant Services Department.
 Phone: (800) 473-9595, Monday - Friday, 8am - 8pm (Eastern Time)
 Email: participantservices@BenefitResource.com
 Online Live Chat: Monday - Friday, 8am - 5pm (Eastern Time) (only available with participant login access)

Sincerely,
 Benefit Resource