

If you paid for an eligible transit or parking expense out-of-pocket, you can reimburse yourself from your benefits account by filing a claim through the Alpine website or mobile app. Why would you need to reimburse yourself from a benefits account? Here are a few examples:

- You did not have your Alpine Benefit Card with you at the time of payment and had to use another payment method.
- You did not have enough funds in your account to cover the eligible expense.
- Your funds were in the process of being transferred and were not available to you at the time of service.

Filing for a Reimbursement: Desktop Version

- 1 Log in to your personal account summary online. To create an account, visit www.alpinetpa.com, click Benefits Login and follow the prompts.
- 2 Hover over the 'Accounts' tab. Under 'I Want To,' click 'File a Claim.'
- 3 First, select the 'Transportation' benefit account from which you are requesting a reimbursement from the top 'Select an account' dropdown.
- 4 Select 'Me' from the bottom 'Select an account' dropdown. Click 'Next.'
- 5 Fill out the claim details accordingly, including the start and end dates of service, the amount for which you are requesting reimbursement, the provider you are paying and category of claim. Click 'Next.'
- 6 Review the 'Transaction Summary,' then click 'Submit.'
- 7 Approved claims are reimbursed within days via check or direct deposit. The direct deposit option is free to use, and there is a \$10 fee to receive a check.



Filing for a Reimbursement: Mobile Version

- 1 Log in to the Alpine mobile app. To create an account, visit www.alpinetpa.com, click Benefits Login and follow the prompts.
- 2 From the home screen, select 'File a Claim.'
- 3 Fill out the claim details accordingly, including the start and end dates of service, the amount for which you are requesting reimbursement, the provider you are paying and category of claim.
- 4 Review the claim, then select 'Submit.'
- 5 Approved claims are reimbursed within days via check or direct deposit. The direct deposit option is free to use, and there is a \$10 fee to receive a check.

