

# HOW TO ENROLL

## IN YOUR HEALTH SAVINGS ACCOUNT (HSA)



### 1) Visit

- <https://portal.healthsavings.com/registration/> and enter the following employer code in the orange 'Employee' section:



### 2) Set up your account by

- **Adding contact information** and personal details (e.g. name, address, date of birth, and Social Security number)
- **Signing the account agreement**
- **Choosing a personal username, password, and security questions**
- **Verifying your identity**, which is required by federal law. (You may need to provide additional identification. If so, you'll be notified via email.)

## THROUGH YOUR SECURE ONLINE PORTAL, YOU CAN:

- + **Make direct contributions to your HSA**
- + **Move funds between savings and investments**
- + **View our Vanguard and Dimensional fund lineup and make investment changes**
- + **View recent transactions and contribution levels**
- + **Add or update your beneficiary**
- + **Update your physical or mailing address**
- + **View and print your statements and tax documents**
- + **Order debit card(s)**

#### NOTES:

Once your account is opened, you'll receive a confirmation email and welcome materials.

Any requested debit card(s) should arrive 7-10 business days after your account is opened.

If you do not complete your enrollment within 60 days, your account will be closed.