

# How to Enroll

## in Your Health Savings Account



Follow the instructions below to enroll in your health savings account (HSA). There are two steps to this process.

### STEP 1: REGISTER ACCOUNT

#### 1 Visit

#### 2 Enter the following login credentials:

Group username:

Password: enrollme

#### 3 Set up your account by:

- Choosing a personal username, password, and security questions
- Adding contact information and personal details (e.g. name, address, date of birth, and Social Security number)

### STEP 2: COMPLETE ENROLLMENT

At this point, you've registered your online account — but you're not quite done. You need to log into your newly created account to enroll in your HSA. Here's how:

#### 1 Visit

#### 2 Enter the personal login credentials created during the registration phase.

You'll then be asked to:

- **Verify your identity**, which is required by federal law. (You may need to provide additional identification. If so, you'll be notified via email.)
- **Add authorized signer(s)**, if desired
- **Order debit card(s)**, if desired
- **Sign the account agreement** and complete enrollment

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.

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