



# Health Savings Account – Overview for Employers

## Step 1: Discovery

### Complete the HSA Discovery Document with your sales representative or broker

Once you have decided to offer an HSA-compatible plan, complete the HSA Employer Setup Form with your sales representative or broker and follow the submission instructions on the form.

## Step 2: Employer Set-Up Team

### Review emails from the BenefitWallet® Employer Set-Up Team

Within three business days of receipt of the HSA Discovery Document, the Employer Set-Up Team will send three e-mails to the business contact listed on the form. The emails will be labeled with the following subject lines:

- "Welcome to BenefitWallet"
- "BenefitWallet Funding Information"
- "BenefitWallet Authentication and Security"

Your 14-digit employer sub-account number will be included in the "Welcome" e-mail. You will use this account number as your User ID to log onto the HSA web site for funding purposes.

## Step 3: Log On

### Log onto the Employer Portal

Go to [mybenefitwallet.com](http://mybenefitwallet.com), enter your 14-digit account number as your User ID and select "Login". Your initial password is "99999999". Once you have entered your User ID and password, you will be prompted to provide a valid e-mail address for security purposes. Upon completion press "Submit."

## Step 4: Employee Accounts

### Remind your employees to open their accounts

As the administrator, you can only fund open HSA accounts. Employees can open their accounts by either returning the Master Signature form or through e-signature. The Master Signature form and e-signature instructions are included in the Welcome Kit mailed to each employee.

As the administrator, you can view your employees' account status in the Employer Portal.

## Step 5: Funding Instructions

### Submit funding allocation instructions

Login to the Employer Portal and access your funding mechanism. You will see a list of your employees who have opened accounts. Allocate funds into your employees' open accounts by entering a dollar amount into either the Employer, Employee or both contribution boxes. Upon completion of your payroll allocation:

- Press "Update" to update the totals
- Press "Submit" to finalize the allocation
- Press "OK" to confirm dollar amounts are correct.
- Press "OK" one final time to submit the allocation

## Step 6: Funding

### Fund your employer sub-account

Once you have submitted funding allocation instructions, submit a lump sum funding via wire, ACH or check into your employer sub-account. Upon receipt of the lump sum funding, BenefitWallet will allocate those funds according to your request.

Refer to the "Funding Your Payroll Contribution" section of the Payroll on the Web (POW!) Guide for more details on lump sum funding options.

Questions? Contact the dedicated Employer Support Team at 866-712-4551 or at [HSAEmployerSetup@mybenefitwallet.com](mailto:HSAEmployerSetup@mybenefitwallet.com)