THE hsa solution

Opening Your Health Savings Account

Opening a Health Savings Account (HSA) is easy. These simple steps can get you started toward building a healthy secure future for you and your family.

Step 1: Medical Plan Enrollment

Enroll in an HSA-compatible plan.

Enroll in a medical plan with your health insurer that is HSA-compatible as directed by your employer during open enrollment.

Step 2: Contribution

Elect a pre-tax HSA contribution.

Determine how much you plan to contribute to your HSA account before taxes, and share this information with your employer. Your employer will withhold the designated amount during each payroll cycle, and will forward your contribution to your HSA. Funds will post within 24 hours of receipt.

Step 3: HSA Establishment

Look for a welcome letter in the mail.

Upon enrollment in the medical plan, ACS will receive an electronic record that enables us to establish an HSA account for you.

A welcome letter will be mailed to your home address within four days of receiving your enrollment information. **Do not throw the letter away**. If you have access to a computer, follow the letter instructions to activate your account electronically.

Sample – Welcome Letter Envelope



^{*} Welcome Letter Envelopes may also have your Health Plan's logo on it.

Step 4: Beneficiaries

Request a checkbook & designate beneficiaries

The welcome letter will include a Master Signature Card and reply envelope. Complete the Master Signature Card to designate account beneficiaries and sign up to receive a personalized checkbook. (A checkbook is not sent automatically). Note that completing the card will also result in activating your account if you do not activate it electronically.

Step 5: Debit Card and Checkbook

Watch for your debit card and checkbook.

Within four to seven business days of activating your account, we will mail you a debit card. If you completed the Master Signature Card we will also issue a checkbook.

For security purposes, your debit card, checkbook, and PIN letter are mailed in generic envelopes.

Sample – Debit Card Envelope



Questions?

Visit www.hsamember.com or call customer service at 877-472-4200. You can use our Web site or the phone systems to track the status of your welcome letter, debit card and checkbook mailing.

