

Selecting Your Health Savings Account Enrollment Method

HSA Bank offers three flexible and convenient enrollment options designed to streamline and maximize Health Savings Account (HSA) adoption. The options are designed for employers of different sizes and technical capabilities, and offer employer-managed enrollment methods.

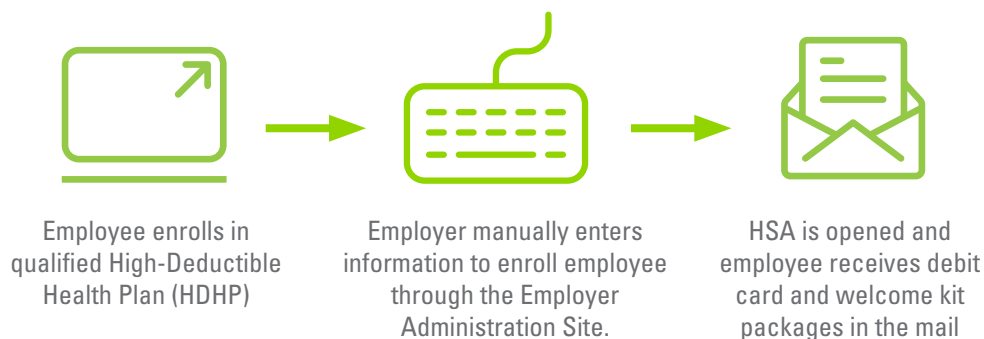
Take a look at the table listed below to help find the right enrollment option for your program.

1

Direct Entry

Recommended for small number of enrollments

You can enroll employees individually into a Health Savings Account through the Employer Administration Portal. Navigate to Employees and click New Employee. Enter information about your new employee then click New Enrollments to proceed. The system will walk you through the steps to provide required information. This option avoids the need to complete and upload a data file.

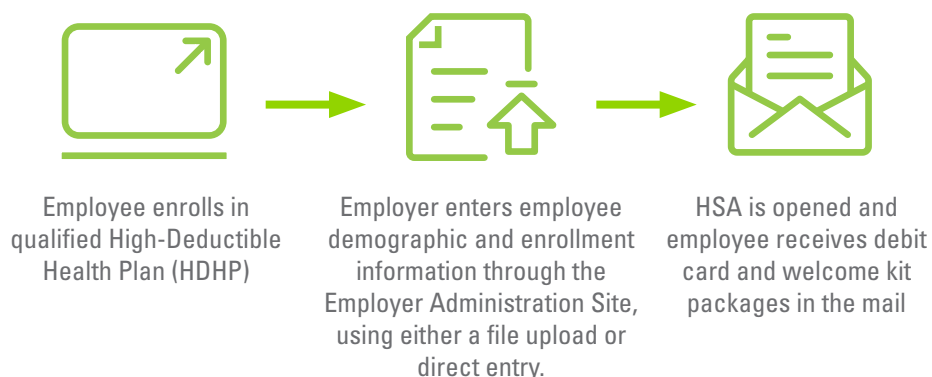


2

Portal Enrollment File Upload

Recommended for larger number of enrollments

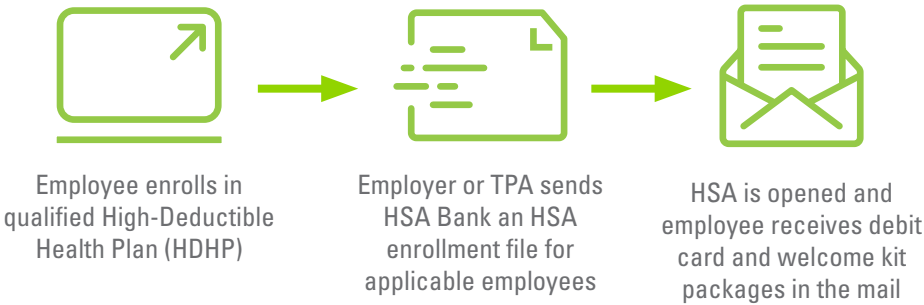
Through the employer administration site you can easily enroll all of your HSA-qualified employees in an HSA by uploading a Microsoft Excel file containing demographic (e.g., name, address, etc.) and enrollment (e.g., health plan effective date, HDHP coverage level, etc.) data.



3

Electronic File Transfer Recommended for mid-size or large employers

The electronic file transfer process allows you, or a third-party, to submit an electronic data file to HSA Bank's SFTP server to open your employees' HSAs. We will work with your company to ensure that the enrollment file conforms to HSA Bank requirements and standards.



Guide to Selecting an Enrollment Option for Your Company

1

2

3

	Direct Entry	Portal enrollment file upload	Electronic file transfer
Best used for	Any size employer who only needs to enroll one or two employees	Small and mid-size employers (Up to 1,500 employees)	Mid-size & large employers (Only offered to groups with over 500 employees)
Division supported Ability to enroll employees into different company divisions	Yes	Yes	Yes
Who is responsible for sending enrollment files?	Not applicable	Employer through HSA Bank	Employer or third party benefit administrator via SFTP
Primary benefits	Provides an easy, fuss-free way to enroll an employee. (Requires no action from employees)	Provides maximized participation in the HSA (Requires no action from employees)	Provides maximized participation in the HSA (Allows TPA to send enrollment file on your behalf)
Key considerations	You have access to the Employer Administration Site and can provide required demographic and enrollment data on behalf of your employees without completing a spreadsheet/template.	You have access to the Employer Administration Site and can provide required demographic	You can support our standard file format and PGP encryption
Setup time / Documents required	2-3 business days	2-3 business days	4-6 weeks (includes setup and testing) Employer Enrollment Agreement for Electronic Files

Business Relations



866-357-5232

Monday – Friday, 7 a.m. – 7 p.m., CT

www.hsabank.com



A Division of Webster Bank, N.A., Member FDIC