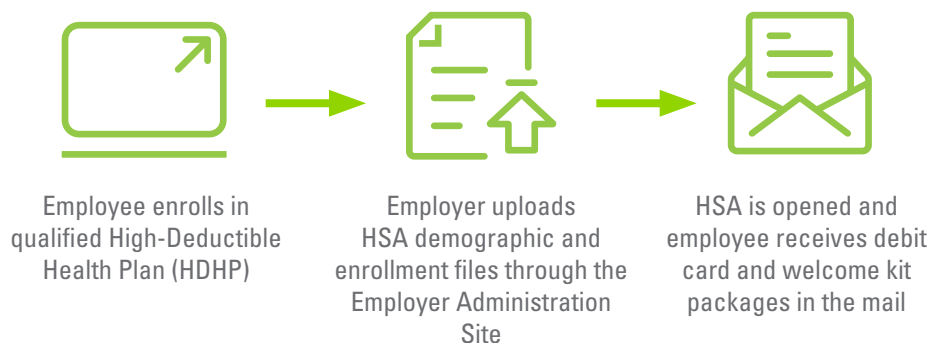# Selecting Your Health Savings Account Enrollment Method

HSA Bank offers two 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 both offer employer-managed enrollment methods.

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

**1**

## Portal Enrollment File Upload
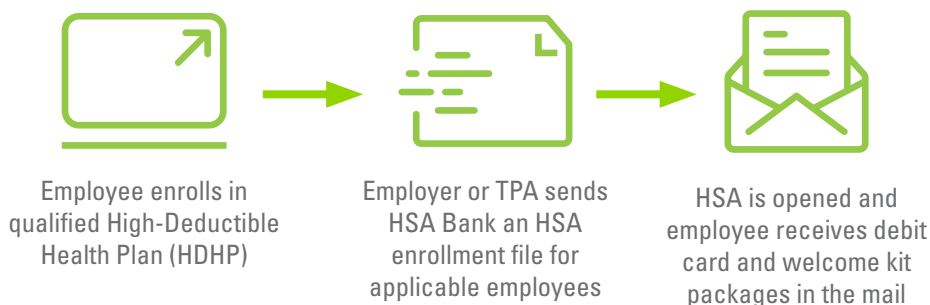### Recommended for small or mid-size employers

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

Employee enrolls in qualified High-Deductible Health Plan (HDHP) → Employer uploads HSA demographic and enrollment files through the Employer Administration Site → HSA is opened and employee receives debit card and welcome kit packages in the mail

**2**

## 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.

Employee enrolls in qualified High-Deductible Health Plan (HDHP) → Employer or TPA sends HSA Bank an HSA enrollment file for applicable employees → HSA is opened and employee receives debit card and welcome kit packages in the mail

# Guide to Selecting an Enrollment Option for Your Company

| | **1** Portal enrollment file upload | **2** Electronic file transfer |
|---|---|---|
| **Best used for** | 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 |
| **Who is responsible for sending enrollment files?** | Employer through HSA Bank Employer Administration Site | Employer or third party benefit administrator via SFTP |
| **Primary benefits** | 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 data on behalf of your employees | You can support our standard file format and PGP encryption |
| **Setup time / Documents required** | 2-3 business days | 4-6 weeks (includes setup and testing) Employer Enrollment Agreement for Electronic Files |

**Business Relations**

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