

CIGNA SELECT HSA



HSA Bank Employer Portal Guide

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HSA Administration Site

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Logging In

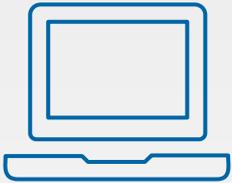
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HSA Administration Site – Logging in



Logging into the Employer
Administration Site

- Click here to: [CREATE ACCOUNT](#)
- *You will need your Username, if you have not received your username, please contact your Cigna Consumerism Account Specialist.*
- Access the site using the following **URL**
<https://employer.hsabank.com/login?partner=mycigna>
- Enter your **Username** and **Password**
- Select **SIGN IN**



Welcome to the Employer
Administration Site!

If this is your first time using this digital experience, [request an activation link](#) via email.

Username

Password

Remember me

SIGN IN

[Need help signing in?](#)



HSA Administration Site

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Home

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Home Page - HSA Administration Site

Once you have successfully logged in, you will be taken to the Employer Administration Site homepage. From here, you can find key program metrics to help you evaluate your program and make strategic decisions about your benefit plan and get recommendations for content to share with employees to help them save.

Go to **Manage employees** to:

- Import and check the status of contribution import files and set up recurring contributions
- View employee- level data
- Access reporting, tools and additional resources

The screenshot shows the Cigna HSA Administration Site homepage. The page features a navigation menu on the left with 'Dashboard' and 'Manage employees' highlighted. The main content area includes a 'Program snapshot' table and a 'Manage employees' sidebar. Two callout boxes with green borders and arrows point to the 'Dashboard' and 'Manage employees' sections.

HSA			
38,553 Total HSA	\$60.177M HSA Contributions (YTD)	\$9,915.7K Employee tax savings (YTD)	\$2,638.6K Employer tax savings (YTD)
5.2% Account growth (YTD)	5.6% Total balance growth (YTD)	\$2,340 Average cash balance	\$13,030 Average Investment balance

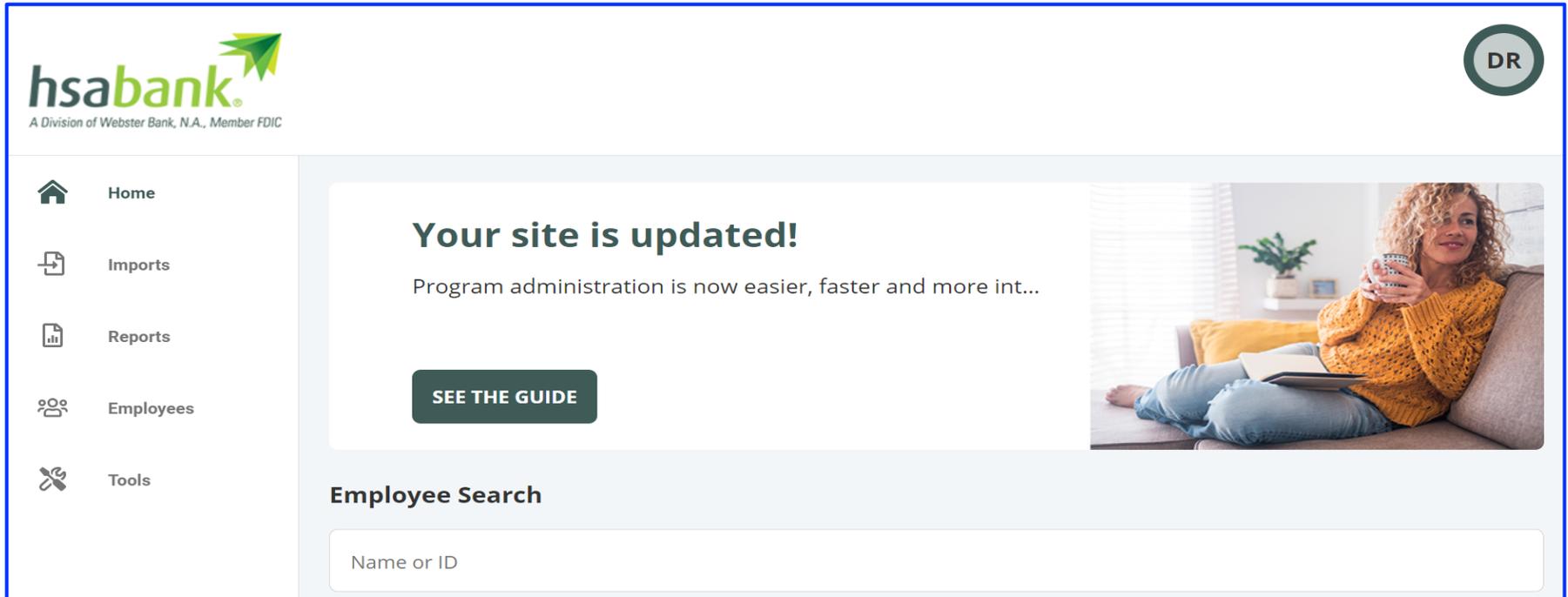
Manage employees

- Contributions
- Enrollment
- Reports
- Employee Details



Home Page - HSA Administration Site

From the **Manage employee** section the tabs you have availability to access are based on your access level. *If you have a question/concern regarding your access level, please reach out to your Cigna Consumerism Account Specialist (CAS).*



The screenshot shows the home page of the HSA Administration Site. In the top left corner is the **hsabank** logo with the tagline "A Division of Webster Bank, N.A., Member FDIC". In the top right corner is a circular "DR" icon. A left-hand navigation menu contains five items: "Home" (house icon), "Imports" (document icon), "Reports" (bar chart icon), "Employees" (group of people icon), and "Tools" (wrench icon). The main content area features a large announcement: "Your site is updated!" with the subtext "Program administration is now easier, faster and more int..." and a dark green button labeled "SEE THE GUIDE". To the right of this text is a photograph of a woman with curly hair sitting on a couch, wearing a yellow sweater and holding a smartphone. Below the announcement is an "Employee Search" section with a text input field labeled "Name or ID".

Note: The tabs you have availability to access are based on your access level.

If you have a question/concern regarding your access level, please reach out to your Cigna CAS.



HSA Administration Site

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Imports

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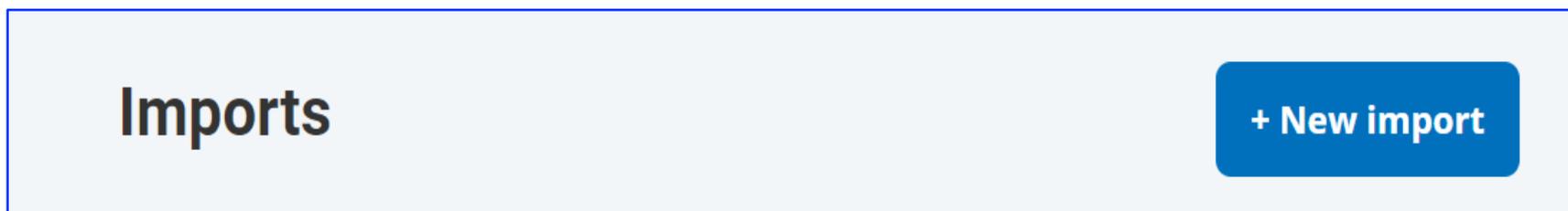


Imports Tab - HSA Administration Site

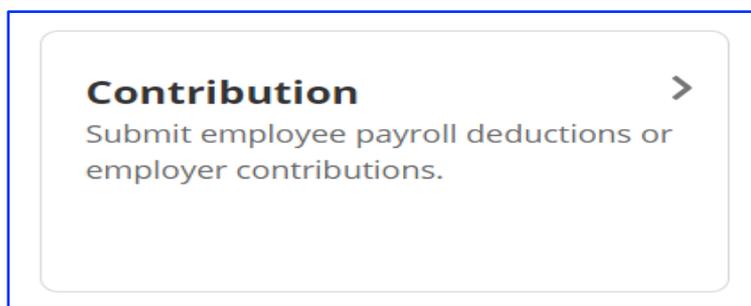
Group Online Contributions (GOC)

Contributions to the employee's HSA accounts can be made via an excel contribution file with an automated ACH pull of funds from your external business account you designate. *Prior to importing a contribution file, you will need to complete an agreement/form for setup.*

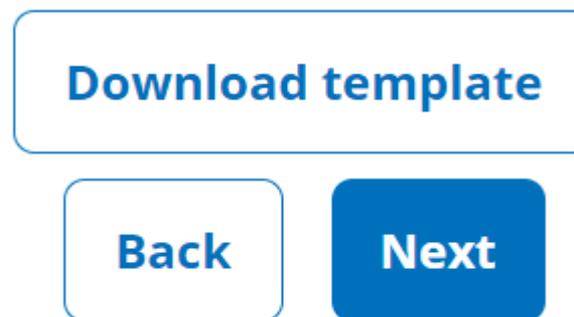
From the **Manage Employees** section select the **Imports** tab, then select **New Import**.



Select the import type **Contribution**.



Click **Download Template**, then click **Next**.



Imports Tab - HSA Administration Site

Group Online Contributions (GOC)



Tips to assist you with completing the excel template:

Employee Identifier: Employee SSN (no dashes/format to withhold any leading zeros)

Contribution Date: MMDDCCYY (no dashes) ex. *04102021 = April 10, 2021*

Contribution Description: Employer or Payroll

Plan Name: This can be left blank.

Prior Tax Year: Current or Prior (Note: *You can allocate contributions to the prior year up until April 15 or the tax filing deadline of the previous year.*)

	A	B	C	D	E	F
1	EmployeeIdentifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName	PriorTaxYear
2						
3						
4						
5						



Save the template as an Excel or CSV file to a location you can remember.

Imports Tab - HSA Administration Site

Group Online Contributions (GOC)

Click **Browse** to upload the file, then click **Import**.

Upload Contribution file

Certain fields must match information setup by your administrator. If you need help setting up your file, please review the file setup requirements.

[View file setup requirements](#)



Drag and drop to upload a .csv, .xls, or .xlsx file
or [browse files](#)

[Show advanced settings](#)

Imports Tab - HSA Administration Site

Group Online Contributions (GOC)

Click back on the **Import** tab to view the status of the contribution file.

Pending

Newly added imports awaiting processing will display here

Processing

Processing imports will display here

Completed

Completed imports will display here



Imports Tab - HSA Administration Site

Group Online Contributions (GOC)

If there are errors, you will need to click on the file to review and/or correct:

Click the **Review** button.

 **03.15.2021 Payroll Contributions for Upload.xls** 3/11/2021 12:50 PM

 Completed with errors

Date received: 3/11/2021 12:50 PM Date processed: 3/11/2021 12:51 PM

Record type	Added	Errored	Pending	Unchanged	Updated	Total Records
Contribution	0	8	0	0	1136	1144

[Review](#)



Imports Tab - HSA Administration Site

Group Online Contributions (GOC)

From here you can download the **Exception Report**, an excel document will display on **sheet 3** and you can view **errors** and/or **informational warning** messages.

You can also use the Action buttons to **Resubmit File** or **Review & Fix** errors.

Review 03.15.2021 Payroll Contributions for Upload.xls

Completed with errors Version 1

3/11/2021 12:50:51 PM ⓘ

Part of your file has uploaded successfully, but there were some errors and/or warnings that have occurred. You can ignore these or choose an option below.

[Download exception report](#)
[Show more](#)

Actions

Resubmit fileReview & fix

Note: As the employer you are responsible for tracking errors and initiating the contribution(s) once the error condition(s) have been rectified.



HSA Administration Site

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Set up Contributions

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Set up Contributions - HSA Administration Site

Group Online Contributions (GOC)

To perform a one-time manual entry or setup a schedule that will allow recurring contribution to be automatically initiated on a specific date, from the **Set-up Contributions** tab select **New Schedule**.

The screenshot shows the Cigna HSA Administration Site interface. The top left features the Cigna logo. The top right has a circular user profile icon with the initials 'BS'. A left sidebar contains navigation links: Home, Imports, Set up Contributions (highlighted in blue), Reports, Employees, and Tools. The main content area is titled 'Set up contribution schedules' and includes a blue button labeled '+ New schedule' which is highlighted with a red rectangular box. Below the title, a text line reads 'Individual contributions for employees can be found in the Employees section'. A large white box in the center contains a calendar icon and the text 'No schedules yet'.

Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) One-time Manual Entry

Step 1 – Select the schedule type: **One-time**.

Select **Health Savings Account** for the plan year.

Select **Next**

The screenshot shows a web form titled "Schedule a new contribution" with a progress bar at the top indicating four steps: 1. Schedule type, 2. Import method, 3. Details, and 4. Enter contributions. The "Schedule type" section contains two options: "One-time" (with a coin icon and a checkmark) and "Recurring" (with a circular arrow icon). Below these options is a dropdown menu for "Plan year" currently set to "Health Savings Account". At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button. Red boxes highlight the "One-time" option, the "Plan year" dropdown, and the "Next" button.



Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) One-time Manual Entry

Step 2 – Select Enter manually

Select **Next**

Schedule a new contribution • Health Savings Account

✓ Schedule type — 2 Import method — 3 Details — 4 Enter contributions

Import method



Enter manually
Enter contributions in portal



Import a file
Upload a file with contributions

Cancel Back **Next**



Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) One-time Manual Entry

Step 3 – Enter the Effective Date

Select **Next**

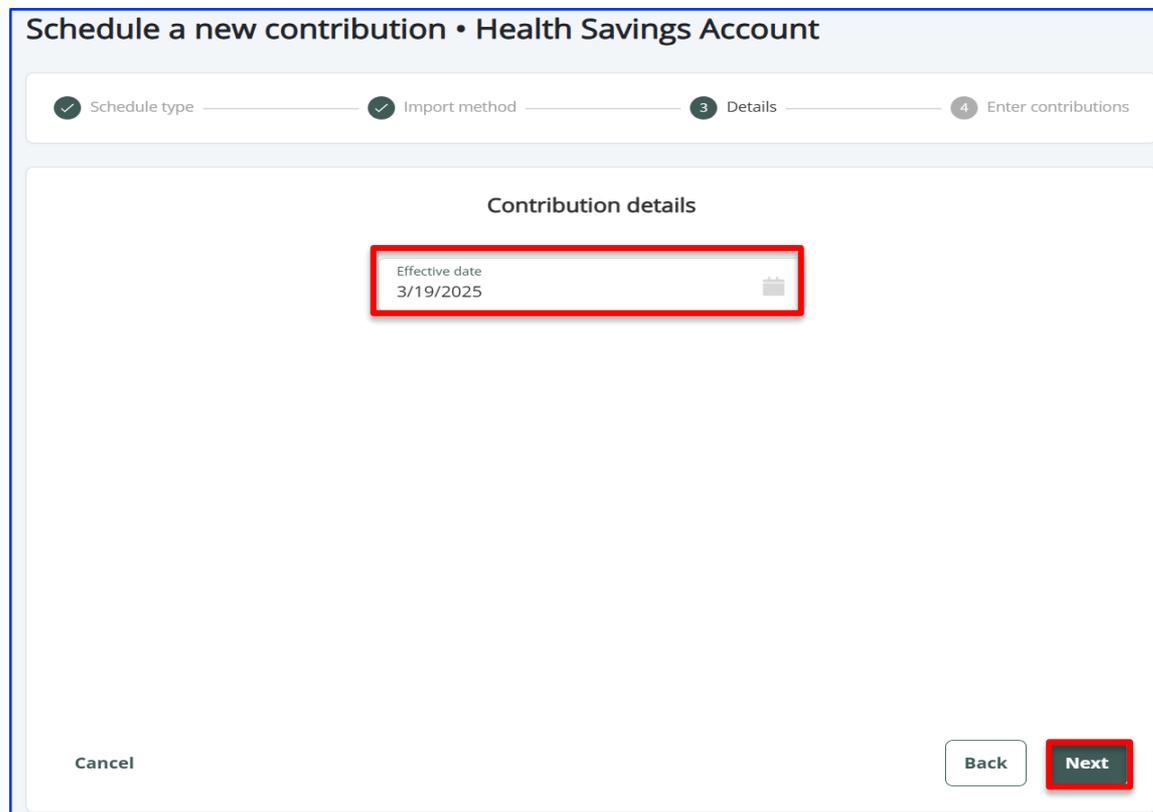
Schedule a new contribution • Health Savings Account

✓ Schedule type ——— ✓ Import method ——— 3 Details ——— 4 Enter contributions

Contribution details

Effective date
3/19/2025

Cancel Back Next



Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) One-time Manual Entry

Step 4 – Locate the employee(s) you'd like to manually enter contributions for and enter the applicable payroll deduction and/or employer contribution.

Review your entries for accuracy, scroll to the bottom of the page and select **Submit**

██████, CINDY
Status: Active (12/16/2016)
Identifier: xxx-xx-██████

Payroll deduction \$25.00	Employer contribution \$0.00
------------------------------	---------------------------------

Items per page: 10 ▾ | 1-10 of 95 items | 1 ▾ of 10 pages | < | >

Total payroll deductions	\$25.00
Total employer contributions	\$0.00

Cancel Back Submit



Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) Recurring Schedule

Step 1 – Select the schedule type: **Recurring**.

Select **Health Savings Account** for the plan year.

Select **Next**

Schedule a new contribution

1 **Schedule type** ————— 2 Import method ————— 3 Details ————— 4 Enter contributions

Schedule type



One-time
Create a one-time contribution



Recurring
Create an automated schedule

Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) Recurring Schedule

Step 2 – Select the how you would like to import the contribution data.

Enter Manually – Provides the option to manually enter contributions for employees.

Import a File – You have completed an excel file that you plan to upload.

Select **Next**

✓ Schedule type ————— 2 **Import method** ————— 3 Details ————— 4 Enter contributions

Import method


Enter manually
Enter contributions in portal


Import a file
Upload a file with contributions

Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) Recurring Schedule

Step 3 – Select the schedule for the recurring contributions.

Important: The funding process takes 3 business days. For example, if you would like the employees' funds to be deposited on Friday, **Start Date** should reflect Wednesday.

✓ Schedule type — ✓ Import method — **3 Details** — 4 Enter contributions

Contribution details

End by No end date

Start date
3/24/2021

End date

Monthly **Weekly** Daily

Frequency
every 2 weeks

Sunday Monday Tuesday
 Wednesday Thursday Friday

If you previously selected to **Import a File** – browse to upload the file now.

If you previously selected to **Enter Manually** – select **Next** to move on to step 4.



Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) Recurring Schedule

Step 4 – Enter contributions manually for employees as Payroll deduction, Employer Contribution or Both and **Submit**.

Schedule

Every 2 weeks on Wednesday
Start date: 3/24/2021
[Update schedule](#)

Health Savings Account

PERSON, TEST
Status: Active (1/1/1963)
Identifier: xxx-xx-1234

Payroll deduction \$0.00	Employer contribution \$0.00
---	---

Total payroll deductions	\$0.00
Total employer contributions	\$0.00

[Cancel](#) [Back](#) [Submit](#)

Set up Contributions - HSA Administration Site

Group Online Contributions (GOC) Recurring Schedule

You can Delete or Edit a scheduled at any time.

From the **Set-up Contribution** tab, click on the scheduled contribution.

This will expand the view and allow you to **Delete** or **Edit** the schedule as needed.

Active schedules

Health Savings Account

Recurring

Next posting date: 4/21/2021

Accounts

Health Savings Account

Effective date

4/21/2021

Schedule

The third Wednesday in every month

Delete

Edit



HSA Administration Site

5

Reports



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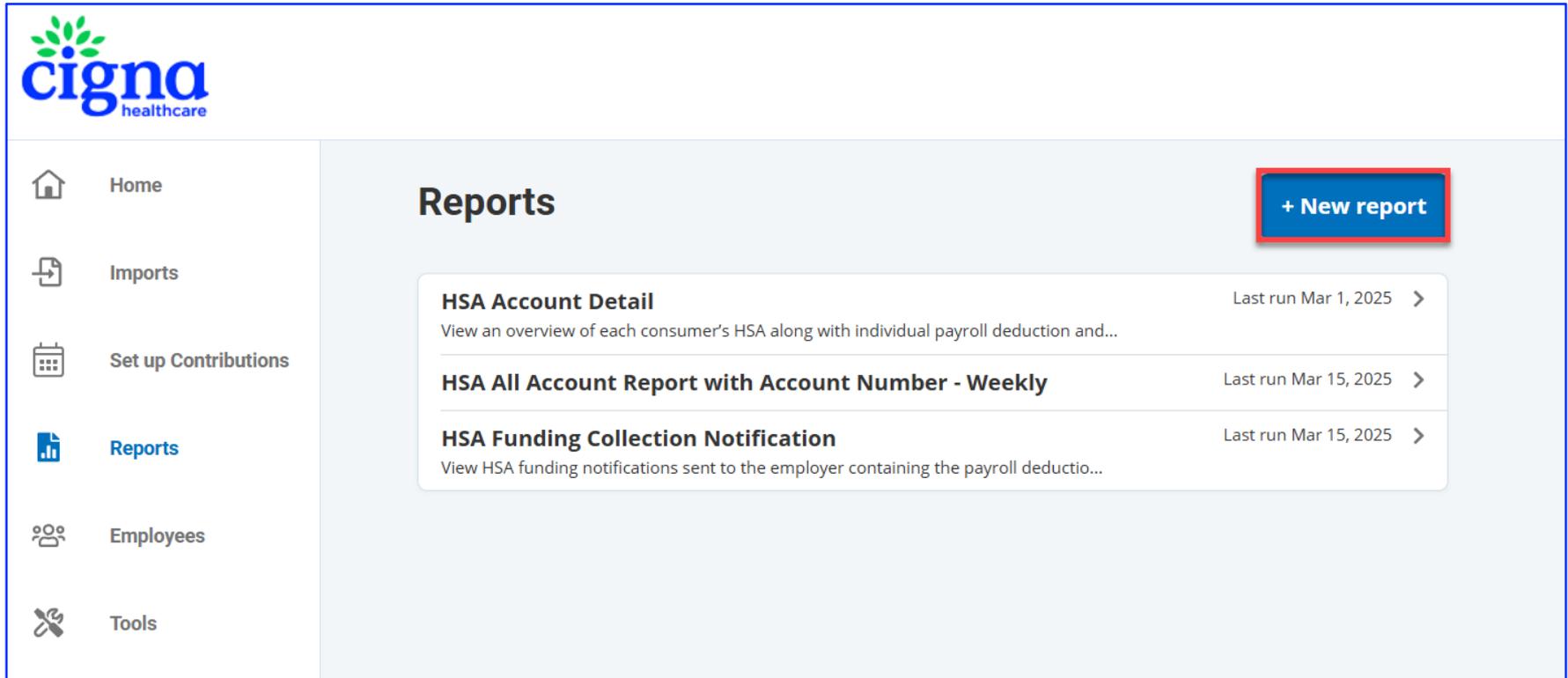
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Reports Tab - HSA Administration Site

From the **Manage Employees** section, view or request reports.

To request the HSA Details Report on demand, from the Reports tab select **+New report**.



The screenshot shows the Cigna Healthcare Reports tab interface. On the left is a navigation sidebar with icons and labels for Home, Imports, Set up Contributions, Reports (highlighted in blue), Employees, and Tools. The main content area is titled "Reports" and features a blue button with a red border labeled "+ New report". Below this are three report cards: "HSA Account Detail" (last run Mar 1, 2025), "HSA All Account Report with Account Number - Weekly" (last run Mar 15, 2025), and "HSA Funding Collection Notification" (last run Mar 15, 2025). Each card includes a brief description of the report's content.

Report Name	Last Run
HSA Account Detail	Mar 1, 2025
HSA All Account Report with Account Number - Weekly	Mar 15, 2025
HSA Funding Collection Notification	Mar 15, 2025



Reports Tab - HSA Administration Site

Step 1 – Select **HSA Account Detail** as the report type.

[← Back to Reports](#)

Create a new report

Select report type

HSA Account Detail >

View an overview of each consumer's HSA along with individual payroll deduction and employer contribut...



Reports Tab - HSA Administration Site

Step 2 – Complete the following fields:

Start Date and End Date - Only needed if **Reporting Period Data** is selected.

Group

- Do Not Group

Type - Select Detail

Options

- ✓ Email me when the report is available
- ✓ Include masked SSN

Detail to Include

Year to date data

Reporting Period Data – Ability to set a date range for specific period.

Step 3 - Select **Request**

[Back to Reports](#)

New HSA Account Detail

Report details

Time

Start date: 5/18/2022

End date: 5/18/2022

Group

Group by: [Dropdown]

Divisions included: [Dropdown]

Type

Report detail level: [Dropdown]

Options

Email me when the report is available

Include masked SSN

Include Consumer User Defined Fields

Include Consumer User Defined Fields

Branch Code

Detail to include

Year to date data

[Cancel](#) [Request](#)

Reports Tab - HSA Administration Site

HSA Account Detail Report

Available Monthly or On Demand – Reports Tab

Both a summary and detail version are generated upon your request. These reports provide both detailed and summary contribution information, employee account status and other valuable data.

Summary Version

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Identifier	Last Name	First Name	Employment Status	Employment Status Effective Date	Account Creation Date	Account Status	IDV	Agreements	Current Period Payroll Deductions	Current Period Employer Contributions	Current Period Total Contributions	YTD Payroll Deductions	YTD Employer Contributions	YTD Total Contributions	Pr Y De
9000000866	BUR	CHE	Active	02/01/2014	03/25/2014	Active	Y	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9000000316	BURGER	CHEESE	Active	02/01/2014	03/25/2014	Active	Y	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9000000367	BURRITO	BREAKFAST	Active	02/01/2014	03/25/2014	Active	Y	N	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	
9000000916	BURRITO	BREAKFAST	Active	02/01/2014	03/25/2014	Active	Y	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9000000924	BURRITO	STEAK	Active	02/01/2014	03/25/2014	Active	Y	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Detail Version

	A	B	C	D	E	F	G	H
	Identifier	Last Name	First Name	Amount	Contribution Type	Tax Year	Processed Date	Note
1	9000000367	BURRITO	BREAKFAST	\$2,000.00	Employer Contribution	2014	03/27/2014	03/25/2014 Employer Contribution
2	9000000375	BURRITO	STEAK	\$2,000.00	Employer Contribution	2014	03/27/2014	03/25/2014 Employer Contribution
3								

Reports Tab - HSA Administration Site

All Account Report

Available Weekly – Reports Tab

This report provides you access to valuable data about your plan including:

- 1) Status of CIP (Federally Requires Customer Identification Program review) - i.e. whether employees passed vs. failed
 - Indicates anyone who has not yet passed CIP in the "Has Passed CIP" column with "No"
 - Includes the aging information of CIP status
 - Provides Date Employee passed CIP in "Date Passed CIP" column
- 2) Account Status
- 3) Date of last funding
- 4) Customer Account number (for clients funding via ACH Direct Deposit through payroll)

	A	B	C	D	E	F	G	H	I	J	K
	First Name	MI	Last Name	Masked SSN	Identifier	Account Number	Division	Branch Code	Account Status	Employment Status	Employment Status Effective Date
1											
2	ALDO		ADAMS	1234	1234	39707654	9990001	ACT	Open	Active	2/27/2019

L	M	N	O	P	Q	R	S	T
Current HDHP Coverage Level	Account Effective Date	CIP Start Date	Has Passed CIP	CIP Aged Days	Date CIP Passed	Account Closed Date		Last Payroll Funding Date
Family	3/1/2019	2/27/2019	Yes		2/27/2019			10/11/2019



Reports Tab - HSA Administration Site

HSA Plan Funding Collection Notification

Available Day 2 of GOC Funding Process – Reports Tab

Only available for clients using **Group Online Contribution (GOC)** as the elected funding method. Provides you funds for recently posted payroll and employer contributions and the date the funds will be posted.

Cigna Retail CG2			
HSA Plan Funding Collection Notification			
Create Date: 9/29/2017			
SUMMARY			
FUNDS TO BE COLLECTED			
Funding will be pulled as described below.			
Contribution Type	Amount	Funding Account	Funding Date
Employer Contribution	\$70.00	xxxxx0000	10/2/2017
Employee Payroll Deduction	\$40.00	xxxxx0000	10/2/2017
Totals	\$110.00		
FUNDS ON HOLD			
These employees have contributions posted but did not process because either the HSA integration status is not active or the acceptance of HSA Terms and Conditions (T&C) is not complete. Once these conditions have been met, the contributions will process and a new notification will be available.			
Contribution Type	Amount		
Employer Contribution	\$0.00		
Employee Payroll Deduction	\$10.00		
Totals	\$10.00		

Cigna Retail CG2									
HSA Plan Funding Collection Notification									
Create Date: 9/29/2017									
FUNDS TO BE COLLECTED									
Identifier	SSN	Last Name	First Name	MI	Contribution Date	Employer Contribution	Employee Payroll Deduction	Total Contribution	
0005094143	XXX-XX-3434	Jones	Jon		9/28/2017	\$20.00	\$10.00	\$30.00	
0005094144	XXX-XX-2222	Rae	Rita		9/28/2017	\$50.00	\$10.00	\$60.00	
0005238904	XXX-XX-2488	RETAIL	CIGNA		9/28/2017	\$0.00	\$10.00	\$10.00	
0005327668	XXX-XX-5678	TESTER	TEST		9/28/2017	\$0.00	\$10.00	\$10.00	
Totals:						\$70.00	\$40.00	\$110.00	
FUNDS ON HOLD									
Identifier	SSN	Last Name	First Name	MI	Contribution Date	Employer Contribution	Employee Payroll Deduction	Total Contribution	Hold Reason
0005327720	XXX-XX-9927	TEST	DC		9/28/2017	\$0.00	\$10.00	\$10.00	HSA not Active
Totals:						\$0.00	\$10.00	\$10.00	

Reports Tab - HSA Administration Site

Clearing Account Summary Report

Available Monthly – Reports Tab (report may also be produced and emailed daily)

Only available for clients using **Text Funding** as the elected funding method. The following information is provided to help you reconcile HSA funding.

Clearing Account Summary Report

Tab 1	The Month to Date tab shows all debits, credits, and refunds to the account for the current month.
Tab 2	The File Activity tab shows the file status of all files received in the last 90 days, except for those auto rejected at time of being uploaded through the portal. An email is sent to the email address in the file stating the file was rejected. Those in a rejected status are those that were manually rejected by HSAS Bank.
Tab 3	The Pending Transactions tab provides all unprocessed contributions being held in the clearing account.
Tab 4	The Pending Refunded tab provides a list of funds being returned to the employer.



HSA Administration Site

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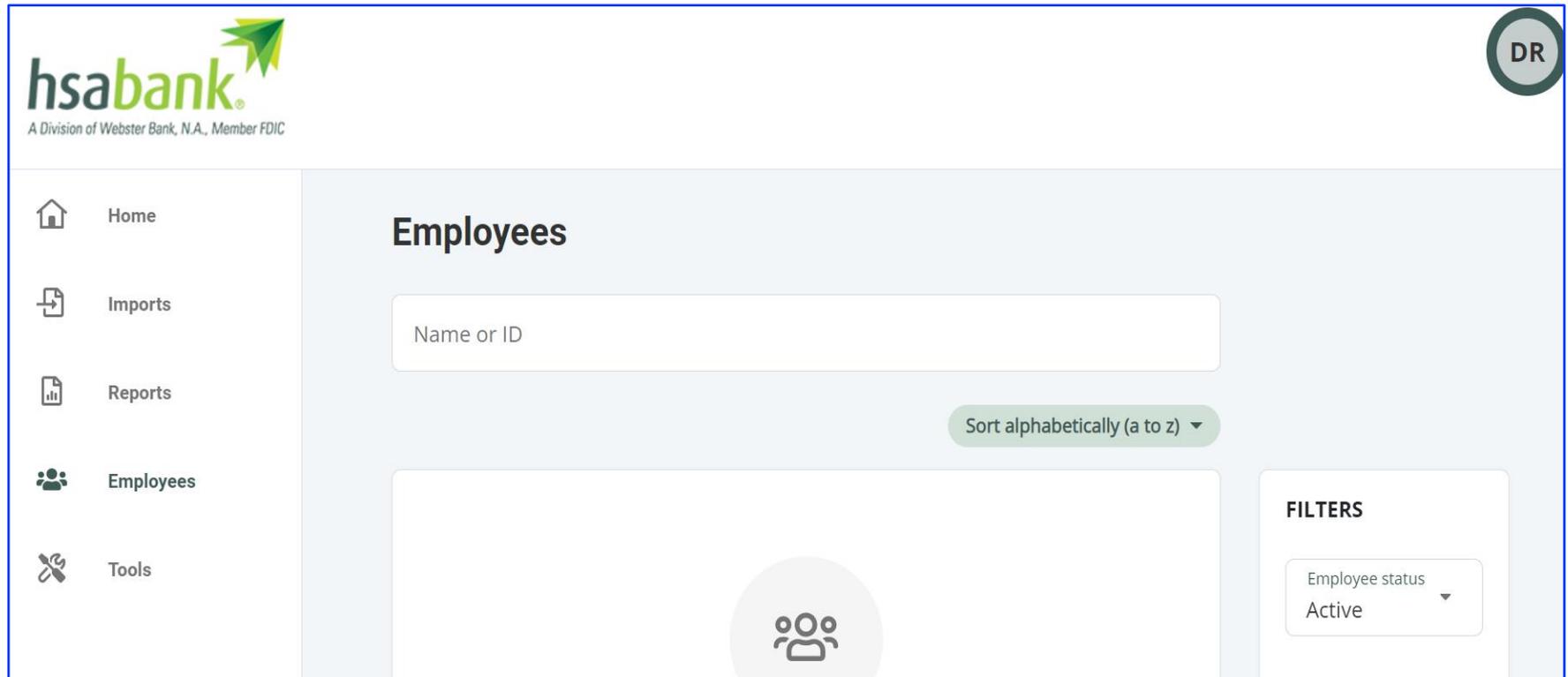
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Employees



Employees Tab - HSA Administration Site

You have access to view real-time data at an employee level to facilitate your ability to support your employees' questions. From the **Manage Employees** section under the **Employees** tab, you can search for employees using Name or SSN or you may select an employee from a list of all employees.



The screenshot displays the 'Employees' management interface. At the top left is the 'hsabank' logo with the tagline 'A Division of Webster Bank, N.A., Member FDIC'. In the top right corner, there is a circular 'DR' indicator. A left-hand navigation menu includes 'Home', 'Imports', 'Reports', 'Employees' (which is highlighted), and 'Tools'. The main content area is titled 'Employees' and features a search input field labeled 'Name or ID'. Below the search field is a sorting dropdown menu set to 'Sort alphabetically (a to z)'. A large, light-colored circular icon with a group of people symbol is centered in the main area. On the right side, there is a 'FILTERS' section with a dropdown menu for 'Employee status' currently set to 'Active'.

Employees Tab - HSA Administration Site

View Profile – If you select ‘View profile’ you will be able to access the following information:

- Status – Active or Inactive
- Personal Information - Name, address and phone number
- Employment – Citizenship and Enrollment Status
- Dependents – Will only show if the employee has added dependents

[< Back to ABC EMPLOYEE](#)

ABC EMPLOYEE's Profile

● Status: [Active >](#)



Personal

Employment

Dependents



HSA Administration Site

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Tools

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Tools Tab - HSA Administration Site

From the **Manage Employees** section you can locate **Portal Links**, **Plans** and **Resources** under the Tools tab.

The screenshot shows the HSA Bank Administration Site interface. At the top left is the **hsabank** logo with the tagline "A Division of Webster Bank, N.A., Member FDIC". At the top right is a circular "DR" icon. A left-hand navigation menu includes: Home (house icon), Imports (document with arrow icon), Reports (document with bar chart icon), Employees (people icon), and Tools (wrench icon). The main content area is titled "Tools & Support" and features a "Support resources" section with three cards: "Portal Links" (chain link icon, description: "Links added by your administrator"), "Plans" (clipboard icon, description: "Your active plan list and past plan archives"), and "Resources" (book icon, description: "A knowledge base for forms and documents").

Note: Cigna Summary Plan Descriptions are not available via the HSA Bank Employer Portal.



Tools Tab - HSA Administration Site

Portal Links - The **Links** tab provides additional information related to the HSA Plan. Click on the link to access the URL.

Links

[Cigna Resource Center](#)

[Eligible Expense List](#)

[HSA Rates & Tax Info](#)

[Learn About FDIC Insurance Coverage](#)

[Privacy and Opt-Out Notice](#)

[Security](#)



Tools Tab - HSA Administration Site

Plans - Cigna Summary Plan Descriptions are not available via the Employer Portal.

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Plans

Active plans

[Health Savings Account](#)

Previous plans



Tools Tab - HSA Administration Site

Resources - The **Resources** tab provides documents related to the HSA Plan. Click on the link to view the PDF.

Resources

[Cigna Employer HSA Bulk Correction Form](#)

[Cigna HSA Contribution Form](#)

[Cigna HSA Coverage Level Update Form](#)

[Cigna HSA Direct Transfer Form](#)

[Cigna HSA Excess Contribution Removal Form](#)

[Cigna HSA Rollover Form](#)

[Cigna HSA Withdrawal Form](#)

[HSA Direct Transfer Form](#)

[HSA Withdrawal Form](#)

[Transfer Out Instructions](#)

[Cigna HSA Account Verification Form](#)

[Cigna HSA Contribution Reversal Form](#)

[Cigna HSA Death Beneficiary Form](#)

[Cigna HSA Distribution Request Account Closure...](#)

[Cigna HSA Name Change Request Form](#)

[Cigna HSA Tax Correction Form](#)

[Cigna IRA to HSA Transfer Form](#)

[HSA Rollover Form](#)

[IRA to HSA Transfer Form](#)

Please contact your dedicated Cigna Consumerism
Account Specialist if you have questions.