Contribution File Builder Guide

Health Savings Accounts

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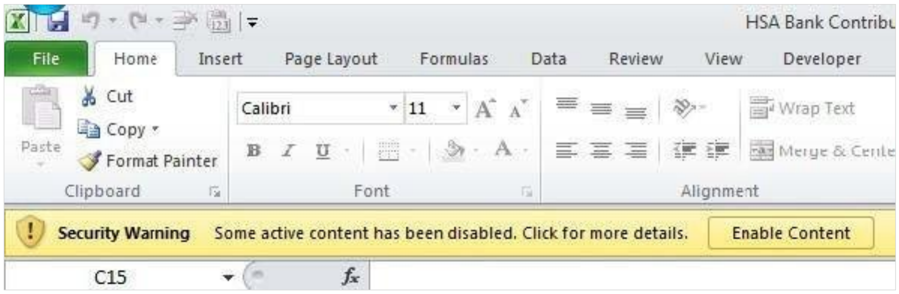
1 | Building your file

1. Click the **Enable Content** button on the Security Warning bar.

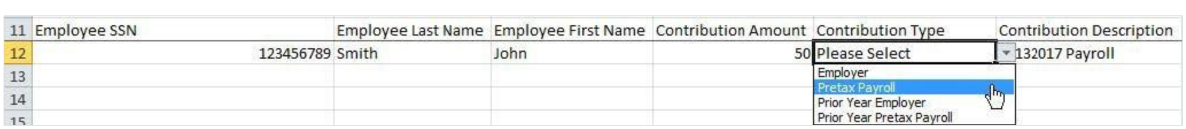


2. On the **Template tab**, complete the following: Cell B5: Enter Employer Email Address. Cell B6: Enter the date of the contribution file.
   Cell B7: Use the dropdown list to select how the funds will be sent - ACH or Wire

3. On the **Template tab**, complete employee contribution information beginning in row 12.

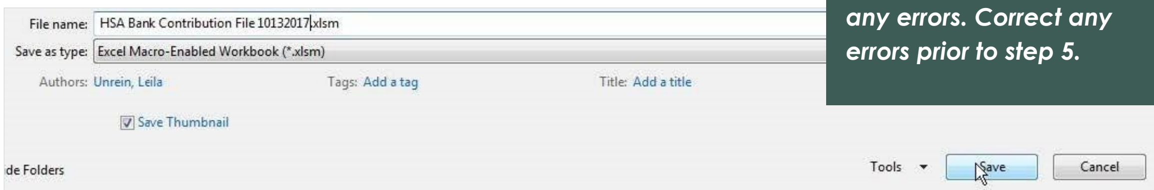
   Column A: Enter the employee's social security number.
   Column B: Enter the employee's last name.
   Column C: Enter the employee's first name.
   Column D: Enter the contribution amount.
   Column E: Use the drop down to advise the type of funding: Employer or Pretax Payroll.
   Column F: Enter a contribution description.

Please note: Using the drag and drop feature of Excel to complete the template is not recommended.

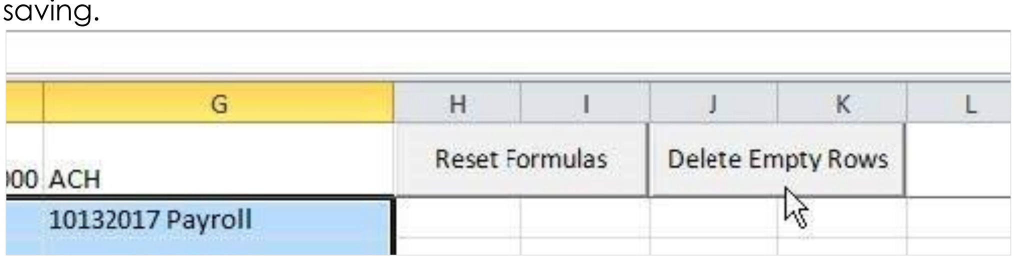


4. Save your working template by clicking Save As and renaming the template to a preferred name, but keeping the file format as Excel Macro-Enabled Workbook
(.xlsm)

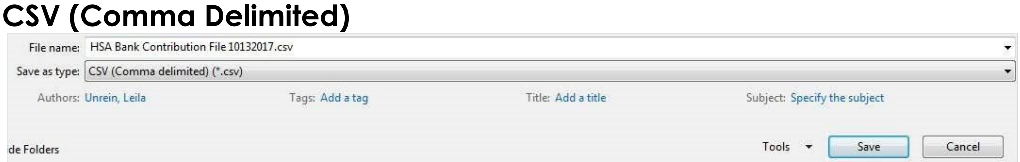
Double check the data for any errors. Correct any errors prior to step 5.



5. On the **HSA Bank Contribution File** tab:
   a. **Click the DELETE EMPTY ROWS button.** This is a required step prior to saving.



   b. Click File - **Save As** - alter the file name if you prefer - **choose file type as CSV (Comma Delimited)**



A warning will pop up stating "The Selected file type does workbooks that contain multiple sheets."
Click OK

An informational box will pop up stating "*file name.csv* may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" **Click Yes**

Note: If after clicking the DELETE EMPTY ROWS button additional contribution records need to be added to the file, click the RESET FORMULAS button to reinstate the formulas used to pull the data from the template into the file builder. This can be done either before or after you add the record to on the template tab.

Your newly saved CSV file is now ready to submit to HSA Bank.

2 | Submitting your file

The instructions below vary based on file transmission method selected during the implementation of this contribution method, and not all transmission methods may be available to you.

Use the Employer Administration Site

1. Log in to the Employer Administration Site.
2. Go to Manage employees.
3. Click the Request tab.
4. For request type, select Process a Contribution File.
5. For Contribution Date, select the date you want the contribution to post.

Note: The file must be in good order, and funds received must match the file total. When the funds and file are received by 11 a.m. CT, funds are guaranteed to post the same day. If received after 11 a.m. CT, funds may not post until the next business day.

Use Secure Connectivity

Instructions on how to log in and transmit files through a secure connection were provided during the implementation of this contribution method. Please refer to those instructions.

3| Troubleshooting suggestions

If the Enable Editing option is not visible in Excel, you can try these trouble shooting suggestions:

Check the Edit mode option

Go to File > Options > Advanced.
Under Editing options, check the Allow Editing directly in cells box.

Check the file format

If the file is not compatible with the version of Excel you're using, Excel may open it in Compatibility Mode.
To fix this, go to File > Info and click Convert.
Check for a disabled add-in.
Go to File > Options and click Add-ins.

Under Manage find Disabled Items from the drop down. If you see an item in the add-in listed, click it and click Enable.

Check for Protected View
If you opened the file from an email or other location, it might be in Protected View. To exit Protected View, you can press F6, then press Tab, and then press the space bar.

4| Getting help

Contact your Cigna Healthcare Consumerism Account Specialist for assistance.