

How to Make Contributions Online



1. Once you have logged into your account, select the **"Benefits"** tab in the top navigation bar.
2. Click **"Access Now"** next to your benefit listing.
3. Select the **"Contribution"** tab at the top of your screen.
4. Click the **"Bank Information"** tab, enter your banking information and click **"Submit."** This banking information will be used for all future contribution schedules that you create. You can change your banking information at any time.
5. Select the **"Schedule"** tab and then click **"Add New Schedule."**
6. Select **"HSA-Health Savings Account"** as the **"Account"** type.
7. Select the **"Transfer Schedule"** from the drop-down menu provided. You can make a one-time contribution or select from four different schedule types.
8. Select the **"Pay Cycle*,"** enter the **"Initial Transfer Date"** and the **"Schedule End Date,"** and then hit **"Continue."** Initial transfer date must be next business day or later.
9. Enter the **"Group Contribution"** and **"Participant Contribution"** amounts for each of the participants listed and then hit **"Continue."**
10. Confirm the contribution details and hit **"Save."** You will have the opportunity to **"Edit"** or **"Cancel"** the schedule until it begins processing.
11. Your HSA contributions have been successfully scheduled. Please allow 5 to 7 business days for contributions to appear in the participant accounts.

** If you have account holders on more than one pay cycle, repeat steps 8-10 for any additional pay cycles.*