

How to Make Contributions Online

**1.**

Once you have logged into your account, select the **"My Benefits"** tab in the top navigation bar.

2.

Click **"Access Now"** next to your benefit listing.

3.

Select the **"Account"** tab at the top of your screen.

4.

Click **"Manage Contributions"** and then **"Add New Contribution."**

5.

Enter the **"Transfer Amount"** and select the **"Transfer Schedule."** You can make a one-time contribution or select from four different schedule types.

6.

Enter the required **"Bank Account Information"** and click **"Continue."**

7.

Confirm the details of your contribution transfer and click **"Submit"** to continue.

8.

Your HSA contribution transfer has been successfully scheduled. You can use the link provided to print out a copy of the details. Please allow 3 to 5 business days for the contributions to be posted to your account.