

Enrollment Reference Guide for Employers

Step One: Employee Enrollment

Now that your group is staged in the First Horizon Msaver system, your eligible employees can submit their Health Savings Account (HSA) applications at their earliest convenience. There are two ways to apply: online, or with the paper application.

To Apply Online: In the email sent to you confirming your registration, we have provided you with a customized enrollment link. Simply distribute this link via email to eligible employees. When they click on the link, they will be directed to the First Horizon Msaver online enrollment tool. Online enrollment is quick and easy to complete, and by using this link, all employees will automatically be associated with your group.

To Apply with the Paper Application: In the email sent to you confirming your registration, we have provided you with a PDF of a paper application. If your employees prefer to use the paper application, simply distribute the application via email or printed copy to eligible employees. You may want to keep a copy of each application on file for your records. **It is recommended that employees who submit a paper application also include a copy of their Driver's License or other form of acceptable identification for identity verification purposes.**

The three-page paper applications can be mailed to the address listed at the bottom of the form, or faxed directly to the number provided in the confirmation email.

Common Paper Application Errors: To expedite employee enrollment, please be on the lookout for these common mistakes that can delay processing of the paper applications:

- P.O Box used as address (physical address must be provided)
- Incomplete PATRIOT Act identification information
- Occupation field left blank (this information is required)
- Applicant signature/signature date missing

Once the employee's account has been opened, he or she will receive a Welcome Kit with HSA Debit Card and other important documents/materials within 7-10 business days.

Step Two: Funding the Accounts

For information about the various funding options available to employers, please refer to pages 3-4 of the Employer Welcome Kit attached to your confirmation email.

Please note that employees who are part of a group are not required to make the minimum \$100 initial deposit to fund their accounts. Employers can begin funding the accounts at a later date. However, it is recommended that the accounts be funded as quickly as possible to cover the cost of the \$2.50 monthly administration fee. The monthly administration fee is deducted from all open accounts on the last business day of each month—if the account has a zero balance, it is in danger of incurring a \$25 overdraft charge.

**Other Questions? Contact the First Horizon Msaver Customer Care Center at:
866-889-8583**
