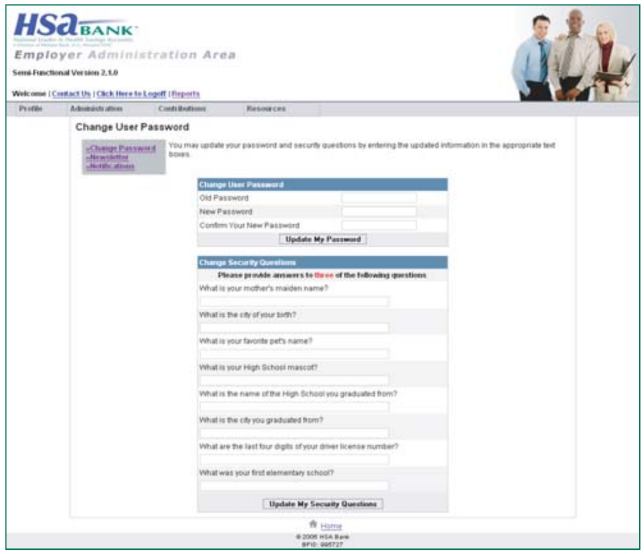
Employer Login Instructions

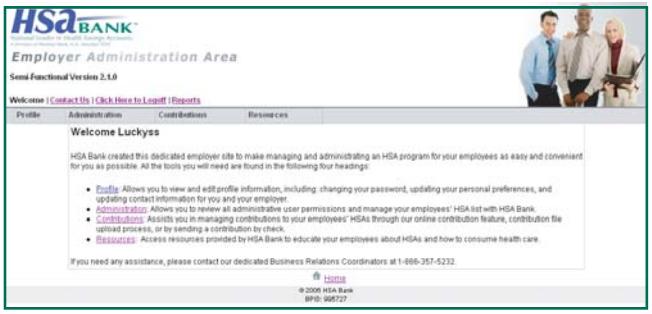
HSA Bank is pleased to offer a website dedicated to serving you and your needs. Thank you for taking the time to complete and submit the *Employer Sign-up* form. You are now ready to access the site. Below are some simple instructions for utilizing the employer section of our website.



How to Login

To login, you will need your username and password. You should have received a randomly generated password by email. With your password and the username you selected during enrollment, log into the employer section of our website **(https://secure.hsabank.com/employers)**. On the first login, you will be required to change your password and answer three security questions. These security questions will be used to verify your account when you call a Business Relations Coordinator or in the event your account has been locked (occurs when incorrect login information is entered three times).

Once you are logged in, you have access to numerous resources to manage your employees' HSA program more efficiently.



Profile

You can update your company information, user profiles and opt in to receive HSA Bank's monthly employer newsletter. The user profile page also allows you to change your password.

Administration

You can manage your list of employees. Once your employees have established an HSA with HSA Bank, you can add or remove names from your list of employees.

Contributions

You currently have the option of sending contributions by check or contribution file upload. Once HSA Bank tests and approves your contribution file, you can upload electronic contribution files online. To get your contribution file approved, contact our Business Relations Coordinators. A coordinator will discuss the types of file formats HSA Bank accepts and determine if you would like to wire or ACH funds. After you have determined the type of file format you would like to use, send the coordinator a test file. HSA Bank will then review the test file to ensure the required information is provided. Upon approval, the coordinator will contact you and you will be able to upload contribution files online. HSA Bank also provides the appropriate forms for sending contributions by check.

Resources

HSA Bank provides valuable training and edutional tools for you and your employees, including: Macromedia Flash® presentations, PowerPoint presentations, communication materials for you and your employees, newsletter archives and educational webinars.

Questions? Forget your login information? Use the *Contact Us* link or call HSA Bank's Business Relations Coordinators at:

(866) 357-5232

businessrelations@hsabank.com

Monday through Friday, 7 a.m. - 7 p.m., CST
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