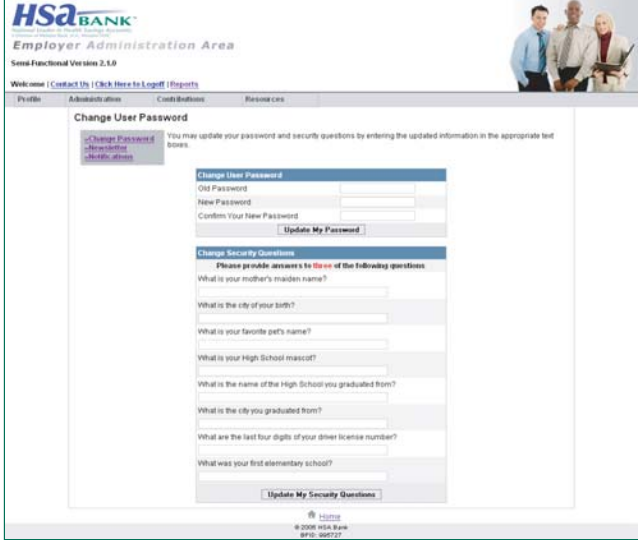


Employer Login Instructions

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.

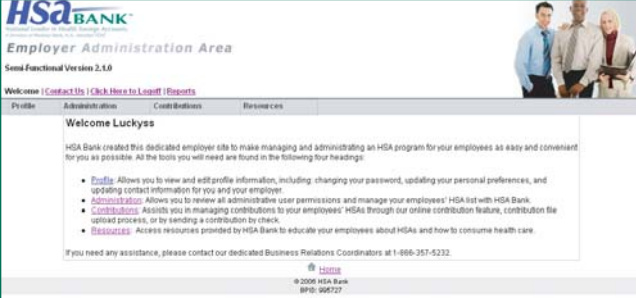
How to Login

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).



The screenshot shows the HSA Bank Employer Administration Area interface. At the top, there is a navigation bar with links for Profile, Administration, Contributions, and Resources. The main content area is titled 'Change User Password' and includes a section for 'Change Security Questions'. The password change section has fields for 'Old Password', 'New Password', and 'Confirm Your New Password', along with an 'Update My Password' button. The security questions section asks for answers to questions such as 'What is your mother's maiden name?', 'What is the city of your birth?', 'What is your favorite pet's name?', 'What is your High School mascot?', 'What is the name of the High School you graduated from?', 'What is the city you graduated from?', 'What are the last four digits of your driver license number?', and 'What was your first elementary school?'. There is an 'Update My Security Questions' button at the bottom of this section.

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



The screenshot shows the HSA Bank Employer Administration Area interface. At the top, there is a navigation bar with links for Profile, Administration, Contributions, and Resources. The main content area is titled 'Welcome Luckys' and includes a message from HSA Bank: 'HSA Bank created this dedicated employer site to make managing and administering an HSA program for your employees as easy and convenient for you as possible. All the tools you will need are found in the following four headings: Profile, Administration, Contributions, and Resources.' Below the message, there are four bullet points: 'Profile: Allows you to view and edit profile information, including changing your password, updating your personal preferences, and updating contact information for you and your employee.'; 'Administration: Allows you to review all administrative user permissions and manage your employees' HSA list with HSA Bank.'; 'Contributions: Assists you in managing contributions to your employees' HSAs through our online contribution feature, contribution file upload process, or by sending a contribution by check.'; and 'Resources: Access resources provided by HSA Bank to educate your employees about HSAs and how to consume health care.' At the bottom, there is a contact information box: 'If you need any assistance, please contact our dedicated Business Relations Coordinators at 1-866-357-5232.' The footer includes the HSA Bank logo and copyright information: '© 2006 HSA Bank. All rights reserved. 800-997-7277'.

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 educational 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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