View account details

- At HealthHub.com, select Employee Account Login.
- Enter your username and password and click Login.
- You can access your account through My Dashboard in Accounts Snapshot, from My Accounts and Services link or the Financial Center tab.
- From My Account, you can:
  - View your spending summary
  - See most recent or all transactions
  - Access and manage the HSA
  - Make a deposit or a withdrawal
  - Link external bank accounts

Take account-specific actions

- At HealthHub.com, select Employee Account Login.
- Enter your username and password and click Login.
- Select My Account from left hand navigation.
- From here, you can link to:
  - My Profile – view and edit personal, insurance or beneficiary information
  - Transactions – view by date, type or status
  - Link My Bank Accounts – allows you to link other bank accounts for ease in making deposits or withdrawals
  - Make a Deposit – allows you to make a deposit into your HSA from a designated, linked account
  - Make a Payment – make a payment your HSA to a designated provider or merchant
  - Make a Withdrawal – withdraw funds from your HSA and direct them to a linked bank account
  - My HSA Receipts – allows you to upload receipts and link to specific transactions
  - Expense Manager – enables you to view, add and remove Expense Categories to track and manage your HSA expenses
  - My Investments – allows you to view and select from a variety of mutual funds for investing your HSA dollars

Sign up for account notifications

- At HealthHub.com, select Employee Account Login.
- Enter your Username & Password and click Login.
- If you are a new participant, click on Register and enter your member number (which could be your Social Security Number or Employer assigned number). Make sure to enter your number without dashes or spaces. Then enter your 5-digit zip code and click Register.
- Select a security question and answer.
- Then create your own username and password and click Confirm.
- *Make sure to sign up to receive electronic account updates by following the directions below.

Access account balances & alerts

- At HealthHub.com, select Employee Account Login.
- Enter Username & Password.
- My Dashboard shows your alerts and your Accounts Snapshot displaying your balance and the amount and date of your last deposit.
- To view your most recent account activity, click on the account you wish to view.
To Make a Payment

• At HealthHub.com, select Employee Account Login.
• Enter your username and password and click Login.
• On My Dashboard, select My Account on the left hand navigation bar.
• Then select Make a Payment.
• **Step 1:** Select who you want to pay (payee) from the drop down box or add a new payee with the + sign.
• **Step 2:** Enter the date the payment should be made (origination date), amount to be paid, expense category and date of service.
• **Step 3:** Review your payment and click “Submit” to complete the payment or “Previous” to make changes.
• **Step 4:** Print a copy of your confirmation.

Link to useful tools

• At HealthHub.com, select Employee Account Login.
• Enter your username and password and click Login.
• In My Dashboard, from left hand panel, you will find the information and tools you need the most.
  • My Accounts and Services – accesses the Financial Center
  • My Calendar – displays pending and historical
  • My Documents – accesses an archive of documents either sent or received as well as account-related forms
  • Plan My Benefits – directs you to the Benefits Center allowing you to view and/or enter your plan information
  • My Health and Wellness – brings you to the Wellness Center enabling you to track your health and wellness
  • Shop Online – places you at the Consumer Center so you can shop online for your healthcare needs
  • My Settings – allows you can update your username, password, e-mail address and security question, as well as manage your notifications
  • My HealthHub Resources – points you to the Resource Center with educational materials, calculators, FAQs and more

To withdraw funds

• At HealthHub.com, select Employee Account Login.
• Enter your username and password and click Login.
• On My Dashboard, select My Account on the left hand navigation bar.
• Then select Make a Withdrawal to withdraw funds from your HSA and deposit into a linked bank account.
• **Step 1:** Enter the amount you want to withdraw, select the linked account to which the funds should be directed, if expense is IRS-eligible, a description of the transaction, and the date the transaction should be executed (origination date).
• **Step 2:** Confirm your entry and click “Submit” to complete the withdrawal, or “Back” to make changes.
• **Step 3:** Print a copy of your confirmation.

Access account-related forms

• At HealthHub.com, select Employee Account Login.
• Enter your username and password and click Login.
• On My Dashboard, select My Documents on the left hand navigation bar.
• To download and/or print the following documents, click on the Document Title.
  • Enrollment Verification Form
  • Contribution Coupon
  • Beneficiary Designation Form
  • Trustee Transfer Form
  • Address/Change Form
  • Account Closure Form

Choose Your Investments

• At HealthHub.com, select Employee Account Login.
• Enter your username and password and click Login.
• From My Account, select My Investments.
• To open an investment account which allows you to invest your HSA dollars with a variety of investments funds, click Submit.
• Read and electronically sign the agreement to complete the investment account process which may take up to 24 hours
• Once your investment account is set up, you are then able to transfer funds into and out of your HSA interest-bearing account

Questions?

You can contact Customer Service at 800.284.4885, 7am - 7pm, Monday - Friday and Saturday 9am - 2pm CT.