

Health Savings Account

Getting Started Checklist

Use this checklist to help get you started with your Health Savings Account.

Important information to help you Open an HSA and Register:

Employer ID: HBSL9D62GFO

Employee ID: Your SSN (no dashes or spaces)

1 ▶ Open an HSA

Step 1: Go to www.omnifybenefits.com

Step 2: Click on the **Enroll by Opening an Account** button and complete the on-line HSA application

Within 24 hours you will receive a Welcome Email with further instructions to fully utilize your account. If you do not want to wait you can follow the steps below!

2 ▶ Register Your HSA for Online Access

Step 1: Once you have completed the HSA application go to omnifybenefits.com

Step 2: Click on **Login** and then **Register**. Follow the directions to register your HSA for on-line access.

3 ▶ Set Up Direct Deposit

After registering your account, you can set up direct deposit for reimbursement. Should you ever pay for qualified medical expenses out-of-pocket you can reimburse yourself at anytime. Skip the check waiting and have the funds sent directly to your bank account.

4 ▶ Sign Up for e-Statements

If you haven't done so already sign up for E-Statement. They're free and always accessible Online.

5 ▶ Activate your Omnify Visa Card

After you have successfully completed your HSA enrollment, your Omnify Benefit Solutions Visa Card should arrive within 10 business days. Activate your card Online or call 844.238.4474.

6 ▶ Download Our Mobile App

Manage your healthcare from the palm of your hand. Download the Omnify Benefits mobile app from iTunes or Google Play.

That's it!

