

HOW TO:

## Pay a Bill

## Step 1:

After you have logged into your portal you will select Pay a Bill from the left-hand menu.

<u>~</u> ™ Dashboard	Pay Bill
💲 Paya bill 🧲	
🟦 External Bank	Payment Method
💄 Profiles 🧹 🤇	Who do you want to non 2
🖻 Debit Cards	who do you want to pay?
🔅 Settings <	
百 File Cabinet	
X Logout	

Pay Bill		
Payment Method		
Who do you want to pay?	Myself	~
From: HSA - XXXX003157		
То	Select	~
Expense Information	Add Bank	
	SUNWEST BANK	
Select Expense Type	Send a Check	

## Step 2:

Select who you want to pay and where you're sending the payment. You can select to pay yourself via ACH transfer to another bank account or to pay a provider by sending a check. You choose from the drop down menus.

## Step 3:

Enter all required data that is marked with an \*. You can upload a copy of the bill or receipt. Be sure to agree to the disclaimer and submit. We will begin working on your payment right away.

Select Expense Type	Amount	Comment
Select ~		
Date Of Service		
Image Upload (optional)		
1		
	<u></u>	
	Drop a file here, or click to select a file to up	lood
Disclaimor		
I certify I am the HSA account holder or other authorized individual e-	xocuting this distribution request. This request is only for eli	gible expenses incurred and have not pre
representative, custodian or trustee cannot provide logal advice. I in	demnify and agree to hold the custodian or trustee and th	ioir designated representatives harmless
distribution. I confirm this distribution is for domestic purposes only o	and will not be sent internationally.	
I understand that previously pending transactions may not be reflect	ted in my available balance.	