

## HOW TO:

# UPDATE YOUR PROFILE



Log in at [SelfcareHSA.com](https://SelfcareHSA.com)

Select Profile from the menu on the left.

Before any changes can be made you must select Edit at the bottom right hand side of the page first. Keep in mind only Primary Company Administrators can make changes to the profile

Information that is editable will be in white, you can update your address, external banking information, and business nature and description, etc.

Primary company administrators will have the ability to add other administrators to assist in managing the HSA benefit.

Don't forget to save your changes by selecting Save Changes at the bottom right of the screen. Keep in mind any changes requested must be approved by SelfcareHSA it could take up to 24 hours to see the changes take effect. If the changes are not approved, you will receive a phone call from your representative.

You have all the tools at your finger tips but as always please feel free to contact us with any questions via phone 1-866-HSA-SELF (866-472-7353) or email [Support@SelfcareHSA.com](mailto:Support@SelfcareHSA.com).