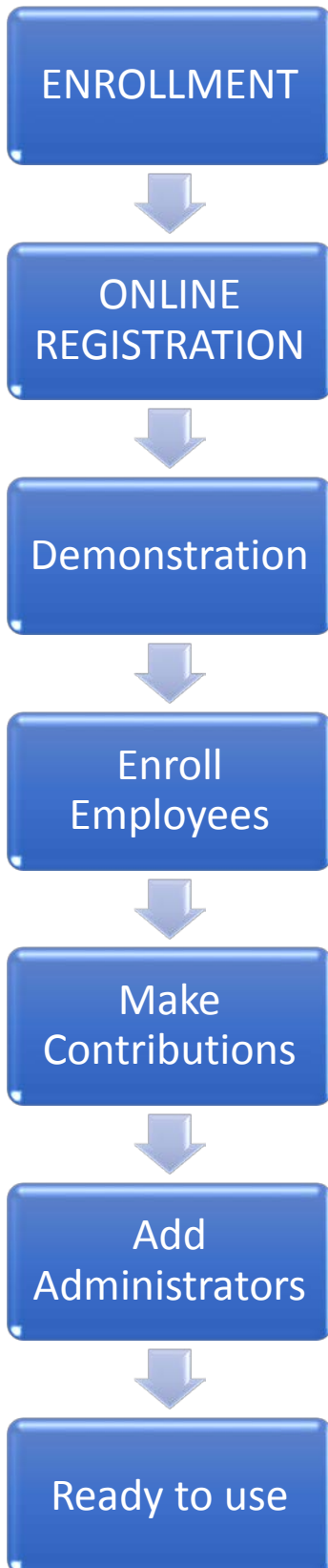


## WHAT TO EXPECT



Thank you for choosing SelfcareHSA to administer your employee HSA accounts. The first step in the process is to allow our HSA Administrator to enroll your company, we will set up the company and the designated company admin.

Once enrollment is completed the company admin will receive an email from SelfcareHSA to set a password and privacy questions, once this is complete, we will run through an introduction of the website.

When you are available, we will set up a time to go through a demonstration of all the features and functions of your employer portal. We will show you how to add employees, upload contribution files, and much more. After the demonstration is complete you will be able to have full access to the portal in a live setting.

Now that you are familiar with the portal you are free to upload your employees with the provided template. Each employee will receive a welcome email with further instructions on how they can register and gain online access.

Contributions are just as easy as enrolling employees simply download the template. You will be able to make one time contribution or set recurring contributions.

You're not only in control of adding contribution and enrolling employees but Primary company administrators will have the ability to add other administrators to assist in managing the HSA benefit.

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).