

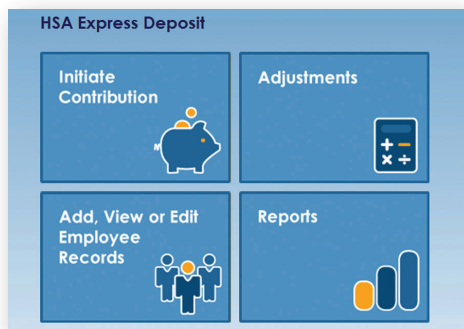
HSA Express Deposit

The HSA Authority's HSA Express Deposit is simple and secure. We offer quick setup and ongoing personal assistance. It will allow you to deposit both employer and employee contributions directly into your employees' HSA accounts with us, on the day you choose. One ACH debit for the total will be charged to your company's bank account, even if you maintain your account at another financial institution. There is no fee to use this service.

After an employee applies online to open their HSA on our website at theHSAauthority.com, it takes 4-5 business days for the account to officially be open and ready for deposits. A complete User Guide to using HSA Express Deposit is provided at company set-up and also within the system itself.

HSA Express Deposit

The employer logs onto the HSA Express Deposit website with their personal email address and password to access the secure site. This will take you to the landing page. There are four key parts to HSA Express Deposit: Initiate Contributions, Adjustments, Add, View or Edit Employee Records, and Reports.



Initiate Contributions

Select deposit date and bank account. Deposits can be made next business day if submitted before 5:00 pm ET or up to 60 days in the future. An HSA deposit file can be submitted for processing by one of three methods: Manual Input, CSV File Upload, or from a Copy of a Previous Deposit File. Changes or deletions can be made to pending deposit files up until 5:00 pm ET the day before the effective date.

A.

Initiate Contribution Deposit File

Step 1: Select Effective Date

Note: Contributions can be modified up to 4:00 PM CST the business day prior to effective date.

Selected effective date: **3/14/2014**

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 2: Select Debit Account

Test Account (Checking)
Routing Number:
Account Number:

Step 3: Select Input Method

Pending Contributions

There are no pending contributions

Initiate Contributions (cont.)

Below is an example of how you input the data manually. Required data includes the SSN (xxx-xx-xxxx), First Name, Last Name, Birthday (MM/DD/YYYY), Type (I=Individual or F=Family), and Deposit Amount.

B. Contribution Records

Verify Records Start Over

Effective Date: **Tuesday, December 18, 2012**
Bank Routing: Bank Account:

Number of Employees: 0 Employee Total: \$ 0.00 Employer Total: \$ 0.00 Grand Total: \$ 0.00

SSN	First Name	Last Name	Birthday	Type	Status	Contribution Amounts		
						Employee	Employer	Total
New Record - Click 'Add' to insert a new employee contribution record								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00

Add, View or Edit Employee Records

Add an employee to the company's list on the system or search for an existing employee record. This area also allows edits to the employee information.

Employees

Add New Employee View All Employee

Employee Search

Name or SSN:

Adjustments

Initiate a request to have funds debited from the employee's HSA and returned to the company's bank account. All requests are subject to approval before processing.

Request Adjustments

Debit from the employee's HSA and return the funds to the company. Email response will be returned within one business day. Request is subject to approval.

Step 1: Find the employee

Name or SSN:

Step 2: What is the reason for the adjustment?

Step 3: How much is the adjustment (negative amounts)?

Employee Adjustment Amount: \$ -0.00 Employer Adjustment Amount: \$ -0.00

Step 4: Select Effective Date

Note: Adjustments can be modified up to 4:00 PM CST the business day prior to effective date.

Selected effective date: 3/14/2014

March 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 5: Select which account to credit

Test Account (Checking)
Routing Number:
Account Number:

Submit Adjustment Start Over

Pending Adjustments

There are no pending adjustments

Reports

View deposit information that was previously submitted through this system. History can be pulled by individual employee or all employees by selected dates.