



# How to Make Individual Online HSA Contributions

## Contribute to your Health Savings Account (HSA) through HSA Bank's Member Website.

1. Log in to [www.hsabank.com/member](http://www.hsabank.com/member)
2. Click on "Make HSA Contribution."
3. Verify the external account information, if you have more than one account set up.
4. Select the tax year.
5. Enter the amount you would like to contribute, in accordance with IRS established contribution limits.<sup>A</sup>
6. Choose a "One-Time" or "Recurring" schedule (If recurring is chosen, enter the frequency, start date, and end date).
7. Click "Add Contribution."
8. Online contributions scheduled before 2:00 p.m. CT will be debited from your external bank account the next business day. If scheduled after 2:00 p.m. CT, it will take two business days for the transfer request to get to your external bank. Funds will be available in your HSA the same day the request reaches your external bank.

## Sign Up for Online Account Access Today

1. Go to [www.hsabank.com/member](http://www.hsabank.com/member)
2. On **first-time visit** to the login page, click on "Create your new username and password." Enter the required information, including zip code and Social Security Number, and click "Next." Then, you will be prompted to select a username and password.
3. On return visits to the Member Website, log in with your username and password.

## Before you can contribute, you'll need to set-up online contributions. Here's how:

1. To set up an external transfer account, log in to the Member Website and click on "Profile" and "Banking" in the menu.
2. Provide either checking or savings account information from your external bank account. For a checking account, you can obtain the routing number and account number from your checks. For a savings account, please contact your financial institution for the routing number and account number. After you receive a notification regarding the external account activation, click on the "Submit" button.
3. After you submit your external bank account information, wait for HSA Bank to make a small deposit in to your external account and an equivalent withdrawal from your external account as an authentication and safeguard process. HSA Bank will complete these transactions within three business days.
4. Monitor your external account for these two HSA Bank transactions. Take note of the transaction amount. To verify your external account, log in to the Member Website and from the Home tab, click on "Profile," "Banking/Cards," and "Activate" under your external bank account. Otherwise in the message center on the home page click activation where it reads, "One or more bank accounts require activation." Click Activation. You will then be required to enter the amount of the deposit/withdrawal made in your external bank account described in the previous step. Following the submission of your answer to a security question, you will receive a confirmation that your external bank account has been activated.

<sup>A</sup> Contributions made to an HSA cannot exceed the annual HSA limit set by the Internal Revenue Service (IRS). For more detailed information, please refer to IRS Publication 969 titled, "Health Savings Accounts and Other Tax-Favored Health Plans." Publications can be ordered directly from the IRS by calling 1-800-TAXFORM or visiting [www.irs.gov](http://www.irs.gov). If tax advice is required, you should seek the services of a professional.

## For assistance, please contact the Client Assistance Center



800-357-6246

Monday – Friday, 7 a.m. – 9 p.m., and Saturday 9 a.m. – 1 p.m., CT

[www.hsabank.com](http://www.hsabank.com) | 605 N. 8th Street, Ste. 320, Sheboygan, WI 53081

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