

## HSA Reimbursement/Payment Instructions

1. Log into your account through participant.nbsbenefits.com. If you have not registered, you will need to do so.
2. Click on the 'My HSA' button.
3. Select Make a Payment listed in the left window under Navigation.
4. Click on 'Get Started'.

The screenshot shows the 'Make a Payment' page in the HSA portal. The top navigation bar includes links for Home, My Accounts, My HSA, Debit Card, My Expenses, Enrollment, Resources, Communications, and My Profile. The 'My HSA' section is active, and the page title is 'Make a Payment'. Below the title, there is a brief explanation: 'You may make a payment to anyone using our Bill Payment service. You may enter your own payees and you may even enter yourself as a payee to make a payment to yourself.' A prominent blue banner reads 'Pay Provider or Reimburse Yourself' with the subtext 'You can easily make payments online to yourself or to your provider.' and a 'Get Started' button. On the left, a navigation menu lists options like HSA Summary, HSA Transaction Activity, HSA Contribution Summary, Fund My HSA, Make a Payment (highlighted), Withdraw Funds / Add Receipts, HSA Statements, HSA Investment Account, and Forms and Documents. Below the navigation menu, the 'HSA Balance' section shows an Available Balance of \$1,977.18 and an Investment Portfolio of \$0.00.

5. Under Make Payments, click add to add your information if you are reimbursing yourself, or add the provider information if you want a check to go directly to your provider. If you have already entered the information for the person to receive payment, use the Find option.

### Make Payments

Pay someone new:   Find:

6. Proceed to enter the payment information as directed. The date the payment will be made will display under the amount of the payment.