

How-to-Guide

Funding HSA Accounts



BLUE CROSS

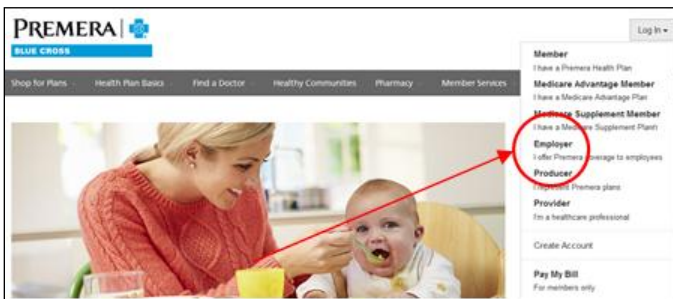
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How to fund your Small Group Health Savings Account

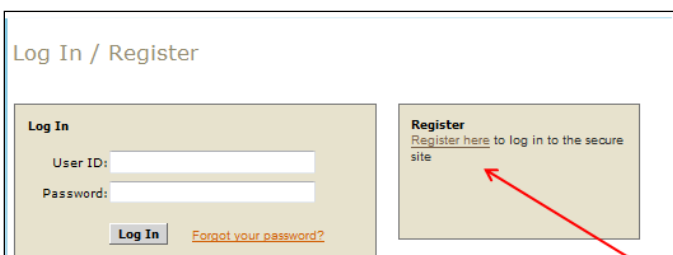
Thank you for purchasing a Premera Health Savings Account (HSA) plan. Your HSA plan has been fully set up and is ready for you to make your employer and/or employee contributions on the Premera secure employer website. **You must make your employer contributions within the 30 days of the effective date.**

Step 1 – Log in to Premera.com

- Go to www.premera.com, choose your location as **WA** and select the *Employer* option from the drop down list in the upper right hand corner of the web page.



- Enter your **User ID and Password** to log in.
- **Not registered yet?** If you have not registered at Premera.com, create an account using the PIN # you received in the mail.



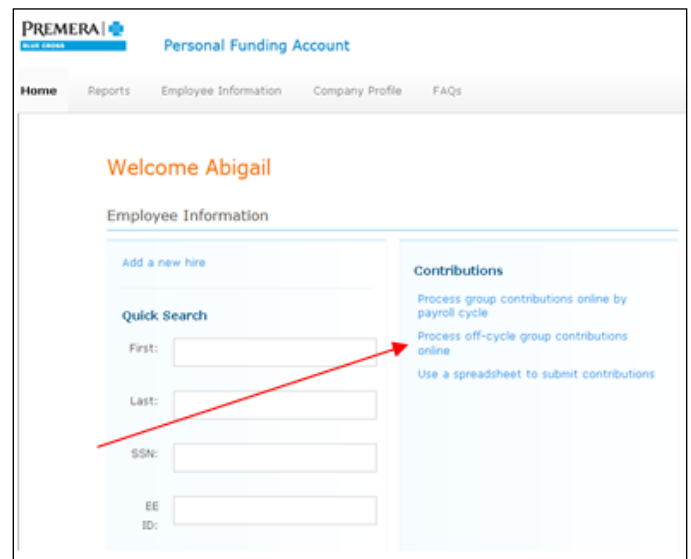
If you have not received your PIN #, contact the technical help desk at 1-800-722-9780, from 6 a.m. to 6 p.m., Pacific Time, Monday through Friday.

Step 2 – Navigate to the Employer Dashboard

- Select **Employer Management** on the left hand navigation bar
- On the Profile page, select the **HSA Account** link in the **Funding Accounts** table
- The **Personal Funding Account Employer Dashboard** will now open in a new window

Step 3 – Set-Up HSA contributions

- To get started, click on the **Process off-cycle group contributions online** link in the **Contributions** section of the home page.

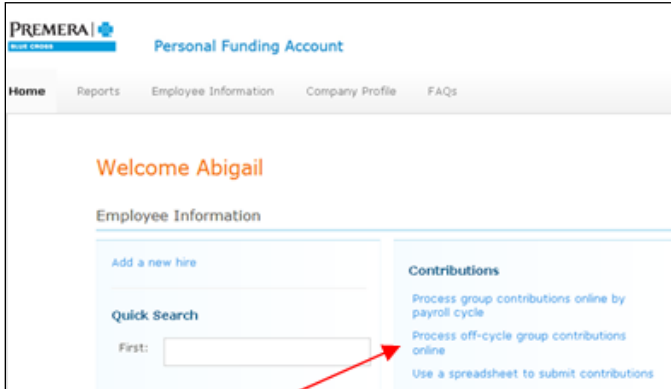


- We recommend using the **off-cycle group contributions** option as the method to fund your HSA account. You will find **step-by-step details** outlined in the next section of this guide to help walk you through the set-up process. *You will also find important information about ongoing funding of employee HSA accounts.*

Step 4 – Off-cycle group contributions

This option allows online submission of contributions for multiple employees with active policies.

- From the **home page**, click on the **Process off-cycle group contributions online** link.



- From the **off-cycle contributions page**, complete the steps outlined below:

The screenshot shows the 'Off-Cycle Contributions' form. The 'Invoice details (applies to all contributions)' section is highlighted with a red arrow pointing to the 'Memo' field. The 'Contribution details (allows for active policies only)' table is also highlighted with a red arrow pointing to the 'HSA Employer' column.

Employee	FSA Medical Employee	FSA Dep Care Employee	HSA Employer	HSA Employee
Annealing, Abigail xxx-xx-3801	0	0	100	100
Block, Alexis	0	0	0	0

Step 1 – For each employee listed in the table on the page, enter their HSA contributions as applicable:

- **HSA Employer column:** enter in the required one time HSA employer contribution amount *if you purchased a plan that has employer contribution*.
 - Be mindful whether the **one-time** contribution is employee only or a family amount
- **HSA Employee column:** if your employee is making a contribution, enter in the employee's payroll deduction for their HSA

Step 2 – Select the **Next** button when complete

Step 3 – **Verify contribution details** for accuracy

Step 4 – Select **Submit** to finalize the contributions

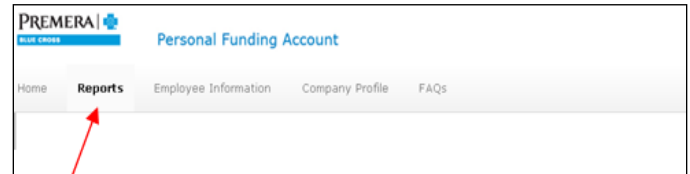
Note: Contributions will post to employees' accounts in a pending status. Within 3 days the funds will be withdrawn from your bank account and be in a settled status in your employees' HSA accounts.

Ongoing Payroll Processing

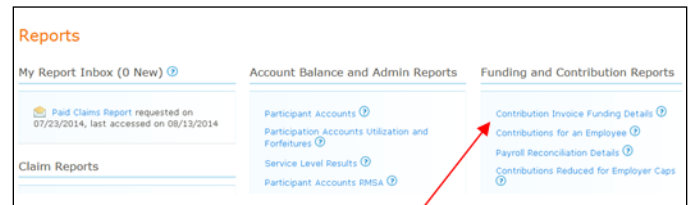
You must enter employee contributions for HSAs online, before each payroll contribution cycle, to ensure all information is accurate and up to date. Follow the directions under Step 4 for **Off-cycle group contributions**.

Need a Report of your Contributions?

Step 1 – Select the **Reports** tab on the top of the screen



Step 2 – In the **Funding and Contribution Reports** section select the report option **Contribution Invoice Funding Details**



Step 3 – Select the following path from the drop down options:

- Payscale (all employees)
- Invoice (the date you made the contributions)
- Plan Types (HSA)

The screenshot shows the 'Contribution Invoice Funding Details' form. The 'Payscale' dropdown is set to 'All employees', the 'Invoice' dropdown is set to '09/11/2014: 2144047 (ad hoc)', and the 'Plan Types' dropdown is set to 'HSA'. The 'Display Report' button is highlighted.

Step 4 – Select **Display Report**

Step 5 – Select an **export option** to save for your records