

## HSA Enrollment Instructions

### Step 1 Log In

- Log in at [www.discoverybenefits.com](http://www.discoverybenefits.com)
- Select **Participant Login – Reimbursement Account**
- Enter your log in information (for assistance with your use name and password, contact Discovery at 866.451.3399)
- You will be prompted to change your password after the initial log in

*Discovery Benefits does not store or record your personal password. Please ensure your password information is kept in a secure location. If you learn of any unauthorized access, please contact Discovery Benefits immediately.*



### Step 2 Begin Online Enrollment

- Select **Enroll** to begin HSA enrollment
- Review the HSA plan information and select **Next**

### Step 3 Your Information

- Add or update your demographic information and select **Next** to save and continue

### Step 4 Dependent(s) Information

- Enter dependent information, select **Add** to include this dependent
- Repeat as necessary to include dependents
- Select **Next** to save and continue

### Step 5 Eligibility Confirmation

- Certify your health plan eligibility and provide the level of coverage (individual, family, etc.)
- Select **Next** to save and continue

### Step 6 Make Your HSA Election

- Enter the annual dollar amount you wish to elect
- Select **Calculate** to view your per pay period deduction amount
- Select **Next** to save and continue

**Step 7 Reimbursement Method**

- You are automatically signed up for a free Benefits Debit Card for HSA expenses
- You may issue additional cards for your dependents at no additional charge
- You are required to choose an alternate method of reimbursement:
  - Direct Deposit (enter banking information on next screen)
  - Check (checks will be mailed to your home address)
- Select **Next** to save and continue

**Payment Method**

Profile Dependents Eligibility Election Payments Beneficiaries T & C Summary Confirmation

**Benefits Debit Card**

The Benefits Debit Card may be used toward qualified purchases at point of sale. Certain purchases may be automatically approved, but many may require substantiation to ensure that the expense is qualified per IRS regulations.

Name	Issue Card	Accounts Available on Card	Card Shipped To
Jane Anderson	<input type="checkbox"/>	Health Savings Account	445 Sample Ave. Sample City, MN 55410
Adam Anderson	<input type="checkbox"/>	Health Savings Account	445 Sample Ave. Sample City, MN 55410

**Step 8 Beneficiary(ies) Information**

- Enter your beneficiary(ies) information and designation by percentage
- You may auto-populate this information by selecting a dependent from the list
- Select **Add Beneficiary** to add to save to your beneficiary list
- Select **Next** to save and continue

**Dependents**

Select a dependent to pre-fill form with the dependent's information.

[Adam Anderson](#)

[Emma Anderson](#)

**Step 9 Terms and Conditions**

- Confirm your agreements to the terms and conditions
- Select **Next** to save and continue

**Step 10 Summary and Enrollment Submission**

- Review your information, make updates as necessary
- Select **Next**
- Verify you have provided accurate information
- Verify your understanding of the eligibility requirements
- Verify your agreement to the enrollment
- Select **Submit** to complete your HSA enrollment