

HSA GROUP ONLINE



SIGN UP GUIDE

Phase 2 – Adding Employees

1. The BC may now click “Manage” and begin entering in employees. In many cases the BC will wear two hats – one as the plan administrator and one as an employee. It is recommended the BC begin by adding themselves as an employee.
2. Click “+ Employee” or “Employee / Benefit Coordinator ” under the Business heading.
3. Click on the Green+ in the classification to add an employee
4. Complete the contact information and add dependants if necessary
5. Click “Add Employee”
6. A confirmation page will appear where you can review and make edits.
7. Click “Submit Order” to complete the application. \$40 + tax will be debited from the employer account.
8. The BC and employee will receive a confirmation email.