



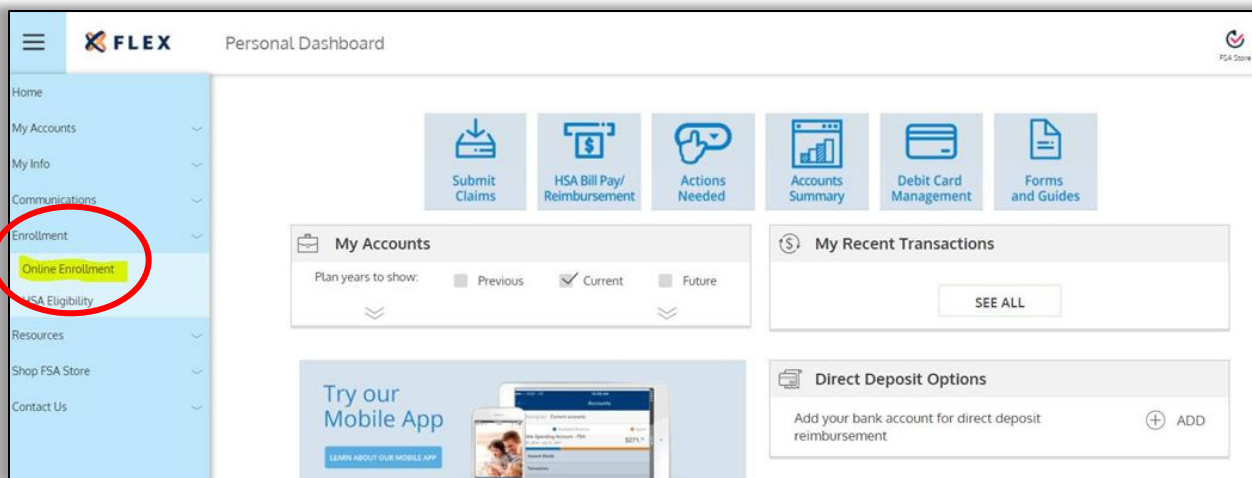
HSA Enrollment Quick Guide

REGISTRATION – The first step, is to get registered.

- ✓ Log in at www.myflexaccount.com
- ✓ Create your own username and password and enter all requested information
- ✓ Enter registration ID/ employer ID FBS0065102
- ✓ Enter your designated employee ID (This will be your First Initial, Last Name, Last 4 digits of SSN with no spaces) Ex: jsmith1234
- ✓ Accept terms of use and verify information to finalize your registration
- ✓ Now that you have registered, follow the next steps to enroll for your benefit.

Enrollment – Next, you will need to enroll online for the HSA.

- ✓ Once you've registered and signed in, click on Online Enrollment



- ✓ Click "Enroll" next to the HSA Benefit Option (Or "Waive" if you wish to waive coverage)
- ✓ Complete and verify the required demographics fields
- ✓ Select whether you'd like Electronic or Paper Statements and Tax Forms
- ✓ You can elect to add a beneficiary now, or you can save that for later.
- ✓ Read and confirm that you have reviewed the Disclosure documents by checking off each document as read.
- ✓ Sign and Submit to complete your online enrollment
- ✓ You should receive a confirmation pop up that your Online Enrollment is complete!
- ✓ Once your account information has been validated, you will receive the HSA debit card and welcome kit at your address on file within the next 7 to 10 business days.