



Fifth Third Bank Health Savings Account

Employee Enrollment
and Contribution Setup



A woman with long, wavy blonde hair is shown from the chest up, smiling and looking towards the right. She is wearing a light-colored, textured top. In the background, a laptop keyboard is visible, suggesting she is working. The image is used as a background for a promotional text overlay.

Get Up and Running with Your HSA Online Portal

Now that your company is participating in the Fifth Third Bank Health Savings Account (HSA) solution, you will need to make decisions regarding enrollment and contribution processes.

Along with the key actions you need to take listed here, successfully manage your HSA solution by using your HSA Employer Portal at **53hsaemployer.com**.

There, you can make contributions and access reports, employee information, forms, and many helpful resources.

Plus, you'll find additional support materials so you can continue educating employees on HSA benefits to encourage their full participation.



Employee Enrollment

Choose the option that works best for your company.



Online Enrollment:

- Employee enrolls on their own at **53hsa.com** using a unique enrollment code specific to your company
- Employee creates his/her own username and password
- Employee completes the online enrollment application, orders HSA debit card(s), and accepts the terms of the online account*



Batch Enrollment:

- You upload a file with basic employee information to your HSA Employer Portal
- Employee logs in to his/her account to verify, accept, and update all information*

If you choose Batch Enrollment, remind employees to log in to the HSA to accept the terms of the online account, to verify and/or update personal information, and to order debit cards.*



Secure File Transmission Protocol (SFTP) Enrollment:

- Employee participates in your company's High Deductible Health Plan (HDHP)
- Your IT group will program your system so that benefit information will feed into an approved pipe delimited file**
- You upload file to secure folder after all employees enroll

If you choose SFTP Enrollment, remind employees to log in to the HSA to accept the terms of the online account and to verify and/or update personal information, such as adding dependents or beneficiaries.*

*The Employee HSA is not open until the Employee completes the enrollment process, accepts the terms and conditions of the online account, and passes identity verification.

**Your IT group will need to request the SFTP file specs in order to begin programming a test file.

Once your employees enroll, visit your HSA Employer Portal at 53hsaemployer.com and be sure to:

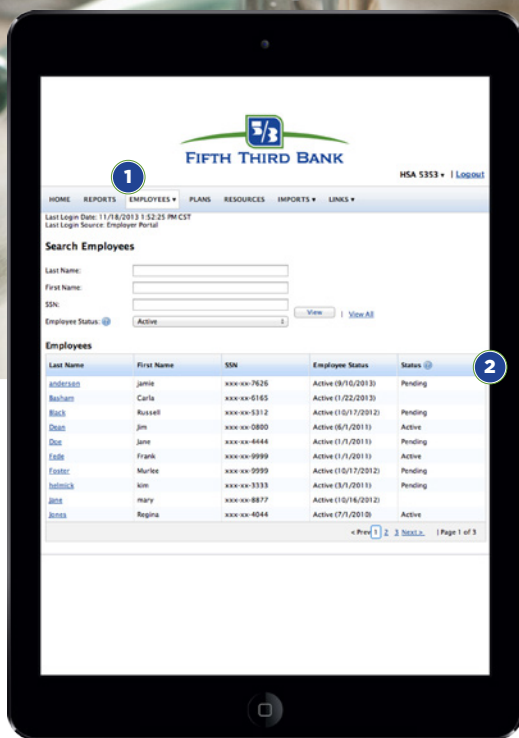
1

Click on the "Employees" tab

2

Review enrolled employees and their current **Status**

- **Active:** HSA is open and ready to use
- **Pending:** Employee must either accept the terms of the account online and/or complete and submit the identity verification paperwork
- **Inactive:** HSA is closed





Employer Contribution Methods

Choose the option that works best for your company.

Under the “Imports” tab, set up recurring contributions for your employees either:

Manually - this method is quick, easy, and most effective

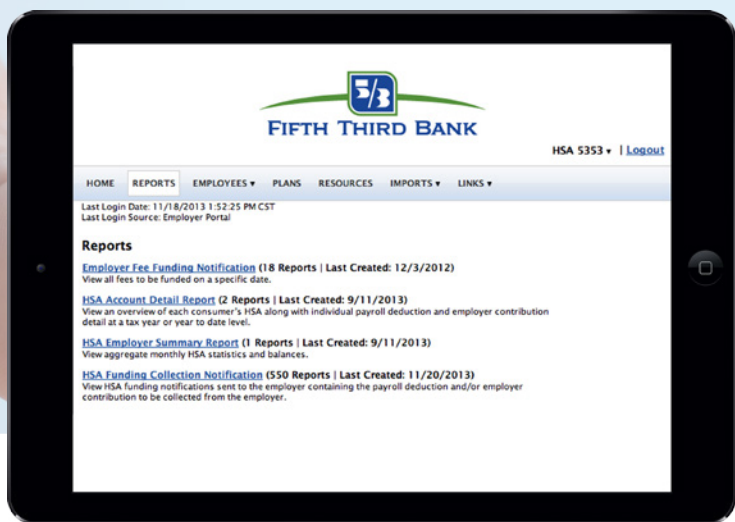
- Select “Setting Up Recurring Contributions”
- Set up one-time or recurring contributions by simply entering the dollar amount

-OR-

Importing a template file - requires knowledge of Excel® and CSV programs

- Select “Import Data”
- Import one-time or recurring contributions by downloading and completing the contribution template and uploading the file for processing

Refer to the Contributions section of Employer Resource Guide for more information.



HSA Support

Reports: Under the “Reports” tab, these two key reports help you manage your HSA solution and the contribution process.

HSA Funding Collection Notification:

- Indicates employees not receiving contributions because their account is not yet activated
- Provides a summary of posted or pending contributions to employees accounts

HSA Account Detail Report, Summary Version:

- Indicates which employees have or have not:
 - Accepted the terms and conditions
 - Passed identity verification
- Provides an overview of each Employee HSA along with individual payroll deduction and employer contribution detail at a tax year or year-to-date level.

Additional reports are also available under the “Reports” tab.



Resources:

- **53hsaemployer.com:** Your dedicated online portal for managing your HSA
- **HSA Employer Resource Guide:** Complete instructions for using your Employer Portal
- **53hsa.com:** Your employees' HSA Portal

Questions?

Our specialized support team is here to answer further questions about your Fifth Third HSA Account or the HSA online portal.

Contact Us:

Fifth Third HSA Employer Support Center
1-866-379-3630
Monday through Friday, 8 AM to 6:30 PM EST

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