

# OPENING YOUR HSA

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If **you're new to MyFlexOnline**, use the screenshots and instructions included in this PowerPoint to register and request your HSA.

If **you've used MyFlexOnline in the past** for a Granicus/GovDelivery FSA, you can simply log into your existing account and skip to slide five of this PowerPoint.

GO TO [HTTPS://WWW.MYFLEXONLINE.COM/](https://www.myflexonline.com/)  
AND CLICK NEW USER REGISTRATION

# MyFlexOnline<sup>SM</sup>

## Registered Participants

User Name

Password

Log in

[Password Reset and User Name Retrieval](#)

## New User?

Click here to establish your username and password  
to manage your account.

[New User Registration](#)

Periodic password changes are recommended to improve account security.

CONFIRM THAT YOU SEE GOVDELIVERY, INC.  
AS SHOWN BELOW AND CLICK NEXT.

# MyFlexOnline<sup>SM</sup>

1

Identify

2

Company

3

Profile

4

Done

## New User Registration

 You are currently assigned to the employer shown below. Please click **Next** to continue.



GovDelivery, Inc.  
Compensation Consultants

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CREATE YOUR USERNAME, ESTABLISH YOUR PASSWORD, ENTER AN E-MAIL ADDRESS, AND CLICK NEXT.

# MyFlexOnline<sup>SM</sup>



## New User Registration

Username

The user name must be unique and can consist of any number of letters, numbers, and symbols, but no spaces.

Password

The password must be at least 6 characters long and can be any combination of numbers, letters, and symbols. You must include at least one upper-case letter and one number. Letters are case-sensitive.

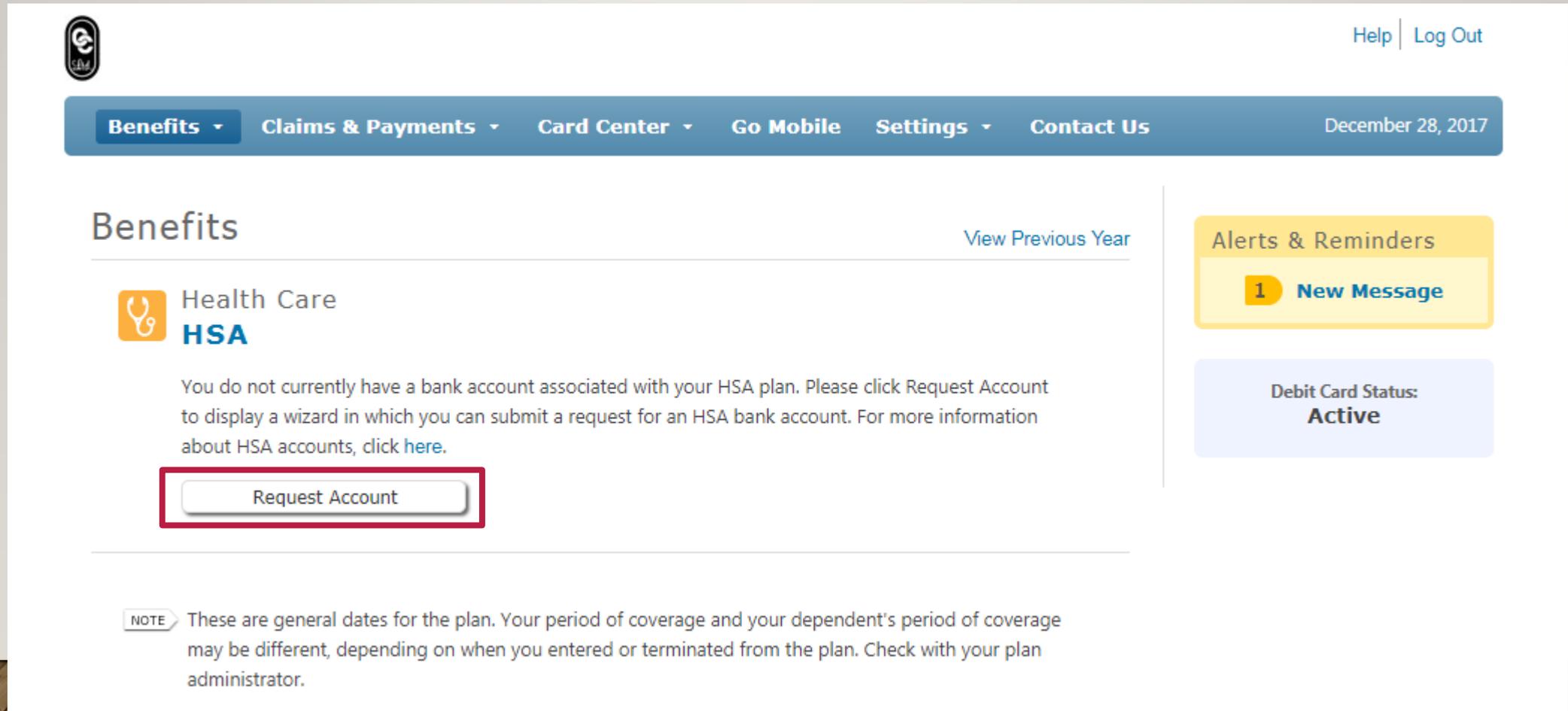
Re-enter password

E-mail address

Re-enter e-mail address

[Previous](#) [Next](#)

ONCE YOU'VE REGISTERED, YOU'LL LOG BACK INTO [HTTPS://WWW.MYFLEXONLINE.COM/](https://www.myflexonline.com/) AND CLICK REQUEST AN HSA.



The screenshot shows the MyFlexOnline.com user interface. At the top right, there are links for "Help" and "Log Out". A blue navigation bar contains the following menu items: "Benefits" (with a dropdown arrow), "Claims & Payments" (with a dropdown arrow), "Card Center" (with a dropdown arrow), "Go Mobile", "Settings" (with a dropdown arrow), and "Contact Us". The date "December 28, 2017" is displayed on the right side of the navigation bar. The main content area is titled "Benefits" and includes a link for "View Previous Year". Under the "Benefits" section, there is a "Health Care HSA" section with a stethoscope icon. Below the icon, a message states: "You do not currently have a bank account associated with your HSA plan. Please click Request Account to display a wizard in which you can submit a request for an HSA bank account. For more information about HSA accounts, click [here](#)." A "Request Account" button is highlighted with a red border. To the right of the main content, there is a yellow "Alerts & Reminders" box with a notification for "1 New Message". Below that, a light blue box shows "Debit Card Status: Active". At the bottom, a "NOTE" section provides additional information: "These are general dates for the plan. Your period of coverage and your dependent's period of coverage may be different, depending on when you entered or terminated from the plan. Check with your plan administrator."

# VERIFY YOUR PERSONAL INFORMATION AND CONSIDER THE IMPORTANT NOTES BELOW:

1. IF DATA IS MISSING OR INCORRECT, CALL 1-800-447-1690 – COMPENSATION CONSULTANTS WILL CORRECT IN REALTIME TO AVOID DELAYS.
2. PER BANK RULE, YOUR HSA CANNOT BE OPENED WITH A PO BOX. ENSURE A PHYSICAL ADDRESS IS LISTED ON THIS SCREEN. YOU CAN CHANGE IT BACK TO A PO BOX AFTER YOUR HSA IS CREATED.

Help | Log Out

Benefits - Claims & Payments - Card Center - Go Mobile Settings - Contact Us December 28, 2017

Health Care  
**HSA**

1 Verify 2 Submit 3 Done

Please verify your personal information. If any of your information is inaccurate, please contact your employer for correction.

Name: Barbara Smith

Address 123 Oklahoma Drive, #100  
Lebanon, KS 66952

Social Security number (last 4 digits): 1234

Date of birth: 1/1/1950

Phone: 555-123-4567

E-mail: Barbara.Smith@granicus.com

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PROVIDE THE NECESSARY INFORMATION AS SHOWN BELOW. COMPLIANCE WITH THIS STEP IS REQUIRED BY THE IRS FROM ALL HSA ACCOUNT HOLDERS. HSA BANK CANNOT OPEN YOUR ACCOUNT WITHOUT IT.

YOU **DO HAVE** A QUALIFIED HDHP, SO FEEL CONFIDENT CHECKING THAT BOX (HIGHLIGHTED BELOW).

Help | Log Out

Benefits ▾ Claims & Payments ▾ Card Center ▾ Go Mobile Settings ▾ Contact Us December 28, 2017

Health Care HSA

1 Verify 2 Submit 3 Done

Please enter the following information, and then click Submit to request your HSA account.

Form of identification  Driver's license  State ID  Passport

Identification number

Citizenship status:  US citizen  Resident alien  Non-resident alien

Country of citizenship:

Job title:

I certify I will be covered by a qualified high-deductible health plan (HDHP)

I have read and agree to the terms outlined in the disclosures document.

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1. The account will be created by HSA Bank within about 24-48 hours.
2. At that point HSA Bank will send you a Welcome Packet which will include your account number.
3. Compensation Consultants will provide Granicus with your HSA bank account numbers via secure messaging system.
4. Granicus HR will add that account to your UltiPro profile as a direct deposit account. It's important that you don't edit the direct deposit account information for your HSA in your UltiPro profile. If you identify an issue with the account information shown in your profile, contact HR.
5. Each payday we will deposit the employer contribution into that account automatically, along with your elected contribution if applicable.
6. Instructions for adjusting your employee HSA contribution are coming soon!

