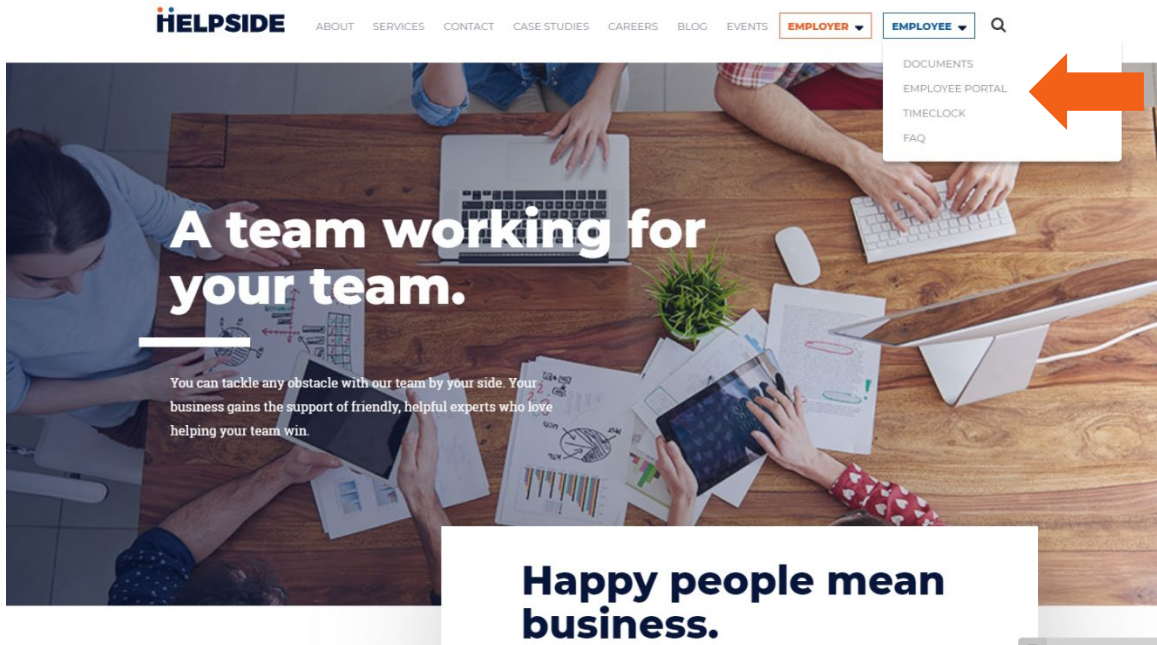


If you participate in the MedSave 4500 or MedSave 7000 plans, you are eligible to participate in an HSA. If you would like to make a change to your HSA election:

Go to: helpside.com

Click on **Employee** and then **Employee Portal**.



Enter your username and your password and click **Sign In**.

The image shows the Helpside Employee Portal sign-in and registration forms. The sign-in form has two input fields: 'Helpside Account Username' and 'Helpside Account Password'. Below the password field are two checkboxes: 'Keep me signed in' and 'Show password'. A link 'forgot username or password' is also present. A 'SIGN IN' button is at the bottom of the sign-in form. The registration form has three input fields: 'Last Name', 'Home Zip Code', and 'Email Address'. A 'REQUEST REGISTRATION EMAIL' button is at the bottom of the registration form. An orange arrow points to the 'SIGN IN' button.

After logging in, you will be taken to the main dashboard. To change your HSA election, click on Benefits and then FSA & HSA.

HELPSIDE ABOUT SERVICES CONTACT CASE STUDIES CAREERS BLOG EVENTS EMPLOYER EMPLOYEE Q

John Example
Admin Sign Out @

Dashboard

Employee Portal

- Personal
- Payroll
- Time Off
- Benefits**
 - Benefits Summary
 - Retirement Summary
 - FSA & HSA**
 - Dependent/Beneficiaries
 - FMLA Request Form
 - Information and Forms
 - Benefits Enrollment
- External Tools

FSA & HSA

Flexible Spending Account

National Benefit Services

Year	Account	Election Amount	Deduction YTD Amount
2016	Medical	\$620.00	\$620.00
2018	Medical	\$500.00	\$500.00
2019	Medical	\$250.00	\$250.00
2020	Medical	\$125.00	\$125.00
2021	Medical	\$400.00	\$338.46

National Benefit Services is the administrator of your Flexible Spending Account(s). Below are a few links to useful information and websites.

- [National Benefit Services \(FSA Online Access\)](#)
- [FSA and Dependent Care Change of Status Form](#)
- [FSA Direct Deposit and Debit Card Enrollment Form](#)

Scroll down to the Health Savings Account section and click on **Change HSA Election**.

HELPSIDE ABOUT SERVICES CONTACT CASE STUDIES CAREERS BLOG EVENTS EMPLOYER EMPLOYEE Q

Contact Us

Admin Portal

Health Savings Account

Optum Bank

Year	Account	Election Amount	Deduction YTD Amount
2022	HSA	\$1,300.00	\$0.00

Optum Bank is the administrator of your Health Savings Account. Below are a few links to useful information and websites.

- [Change HSA Election](#)
- [Optum Online Access](#)
- [HSA Information](#)

The screenshot shows a web form titled "Health Savings Account Elections". At the top, there is a dropdown menu labeled "Select an option...". Below it are two input fields: "Per Check Election Amount" and "Maximum Annual Contribution Amount". A paragraph of text explains that deductions will be taken over all remaining paychecks in the calendar year unless the employer contributes to the HSA. It also notes that deductions will not be taken on 3rd paychecks for bi-weekly or 5th paychecks for weekly payrolls where an employer contribution occurs. Monthly and semi-monthly pay frequencies will have deductions over all remaining payrolls.

Health Savings Account Rules and Requirements

- Annual election amounts cannot exceed IRS limits of \$3,600 for Single Coverage and \$7,200 for Two-Party or Family Coverage. For those 55 and older, an additional \$1,000 catch up contribution is allowed.
- An account must be established at Optum Bank and associated with Helpside before any deductions will be taken. HSA Enrollment Instructions can be found here: <https://www.helpside.com/gen-ben-info/>
- HSA enrollees must sign up for the Medsave 1 or Medsave 2 medical plan option.
- HSA elections must be made each year. Elections do not roll over from year to year.
- If you are covered under a non-high-deductible health plan elsewhere, you are not eligible to participate in a Health Savings Account.
- If you make a change to your annual HSA contribution mid-year, your election amount cannot be less than what has been contributed to your plan YTD. Your YTD contribution amount can be found under Benefits in the Helpside Employee Portal.
- Deposits are made once a week for deductions taken from paychecks the previous week.

Employee Signature and Certification of Information Accuracy

I certify that I am eligible to establish an HSA and that the information I have provided in this form, including my social security number, is true and correct. I hereby authorize Helpside deduct the above-specified deferral amount from my paycheck each pay period. I understand there is a \$3.00 monthly fee deducted from accounts with balances of less than \$5,000. I understand that HSA plans are subject to contribution and eligible expense rules that may require advice from a tax professional.

Signature of Employee (type: Abby C Keele)

CLOSE SUBMIT →

Complete the form with your new HSA election. Use either the per paycheck election amount or elect the maximum annual contribution and the click **Submit**.

If you have any questions about the employee portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.