

Company name: \_\_\_\_\_

Online enrollment opens: \_\_\_\_\_

Online enrollment closes: \_\_\_\_\_

Welcome to your isolved Benefit Services Benefits Accounts Consumer Portal, where you have 24/7 access to view information and manage your account.

This portal enables you to:

- Enroll online
- File a claim online
- Upload receipts
- View up-to-the-minute account balances
- View your account activity, claim history and payment (reimbursement) history
- Update your personal profile information
- Change your login ID and/or password
- Download plan information, forms and notifications

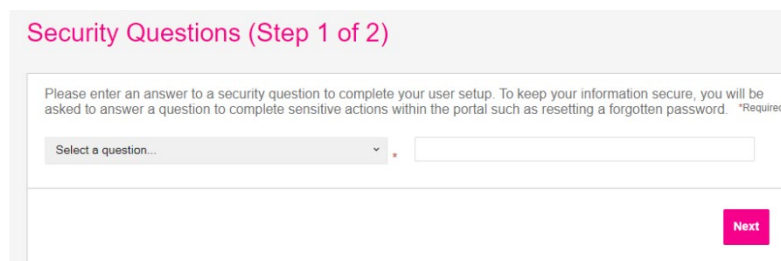
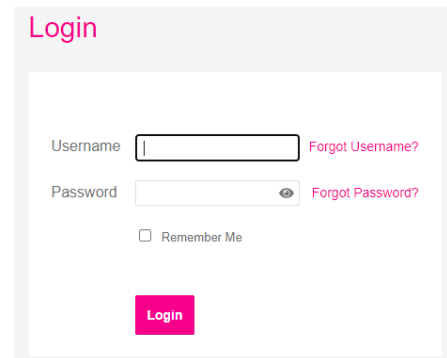
## How to login

Navigate to the [isolved Benefit Services login page](#).

Enter your username and password.

First time users will login using lower case first initial, last name and last four digits of your Social Security Number as both Username and Password.

First time users will be prompted to **answer security questions** upon login and change the username and password. (You will only be asked these questions upon logging in to the website the first time.) Answers to security questions are case sensitive.



Set up your **username** and new **password**. (Note: Your username may contain alphanumeric characters and any of the following special characters: period (.), at sign (@), underscore (\_) and dash (-). Your password must have a minimum of six characters, not be one of your last three passwords, contain upper and lowercase letters and contain at least one number.

It's time to enroll! On the home page, click **Enroll Now**.

Choose **HSA Plan** to enroll, click on **Next**.

**Read and agree** to all three terms and conditions. Click Next

Enter and confirm your **Profile** information. Add Dependents, if any, if not select Next.

For **HSA Enrollment Eligibility**, click the box next to “I certify that I meet the qualifications to open a Health Savings Account”, then select a Coverage level “Individual or Family”. When complete, click on Next.

Enter the total of your election requested per contribution, to see the total amount click on calculate totals. When completed, click Next.

Review the Debit Card and Reimbursement methods provided and select Next.

Enter your account information for distributions/reimbursements, if you don't have this information you can enter it later. Select Next.

Enter beneficiaries for your account, this should be done and if skipped the HSA can be put on hold until this is completed.

The summary page is next and it will show all of your selections so far and allow you to make any changes, if needed. Once completed, select Next.

**HSA Enrollment Creation Authorization** – You must check the boxes that you agree and confirm your enrollment information and selections, once the boxes are checked select “Submit Enrollment”

## Questions?

Contact isolved Benefit Services Customer Service Representatives at 866-370-3040 or email at [fsa@isolvedhcm.com](mailto:fsa@isolvedhcm.com).