

# Using Your HSA

Employee Benefits Corporation (EBC) is the administrator of your Health Savings Account (HSA). EBC provides your Benefits Card and supports you when you have questions.



## Pro Tips to Get the Most from Your HSA



### 1. Create Your Online Account

You'll create your online account the first time you visit [www.ebcflex.com](http://www.ebcflex.com).

1. Click **Log In > Participants**.
2. Click the **Register** button and follow the on-screen prompts.
3. Once you've registered and logged into your account, click on the HSA tile for more details.

**Note:** You need to provide a valid email address and set up two-step verification to create a new account. We recommend that you use your personal email address rather than your work email to avoid possible disruptions if you are unable to access your work email account. You may also add your personal phone number to your account for another method of authentication.



### 2. Add Beneficiaries

Once you have registered your online account, designate a beneficiary for your HSA.

1. After you log in to your online account, select your HSA tile.
2. Click on your HSA balance.
3. Select **View Beneficiaries**.



### 3. Consider Your Interest Options

At EBC, we have two interest options for your HSA—a traditional interest option or a high-yield interest option. When you first enroll in your HSA, your HSA cash balance will automatically start out with the traditional HSA interest option, but you have the ability to transition your HSA cash balance to a high-yield HSA option at any time. The high-yield HSA gives you the opportunity to earn higher interest on your HSA funds by having your HSA held in a non-FDIC-insured account that is backed by a highly rated insurance company, Pacific Life. You can change your interest option preference in your online account:

1. After you log in to your online account, select your HSA tile.
2. Click on your HSA balance.
3. Select **Interest Options**.



### 4. Learn More About Investing

Once your HSA reaches a \$1,000 cash balance, you can start investing your HSA funds. There are three investment models to choose from based on your expertise—Managed, Self-Directed, and Brokerage. Whether you're new to investing and are looking for a guided experience **or** are a seasoned investor looking to research and trade stocks and ETFs, you will have an investment model that best fits your needs. If your investment needs ever change, you can switch your investment model at any time.

You can also transfer funds between your HSA cash balance and investment balance at any time. Learn more about your investment opportunities in your online account:

1. After you log in to your online account, select your HSA tile.
2. Click on your HSA balance.
3. Select **Learn More About Investments**.

**Tip:** You also have access to an *HSA Investments User Guide*, which is available in the main menu of your HSA portal under **Forms and Documents**.

## Pro Tips to Get the Most from Your HSA (continued)



### 5. Download EBCentral App

Download *EBCentral* on the [App Store](#)® or [Google Play](#).

- Use your online account information to log in.
- Track your balance and see all of your transactions.
- Manage your Benefits Card—request additional cards, replace, lock, or close your card.



### 6. Identify Eligible Expenses

Access [www.ebcflex.com/EligibleExpenses](http://www.ebcflex.com/EligibleExpenses) to verify the types of expenses that are eligible for payment from your HSA.



### 7. Consolidate HSA Funds

If you have an HSA from a previous administrator, you can transfer those funds into your new HSA.

When you consolidate your HSAs, you:

- Manage only one account and debit card and reduce the number of tax forms that you receive annually.
- Earn more tax-free interest when you transfer your account balances and opt-in to EBC's high-yield interest option.
- Reduce any unnecessary monthly administration fees often charged to individual HSAs.
- Maximize your investment opportunities by reaching your \$1,000 minimum cash balance quicker.

If you are not already involved in an employer-coordinated transfer\*, you can initiate the transfer yourself.

To transfer your HSA funds, complete the *HSA Transfer of Assets Form* available in your online account.

1. After you log in to your online account, select your HSA tile.
2. Navigate to the menu and select **Forms and Documents** under **Resources**.

The *HSA Transfer of Assets Form* should be sent to your previous HSA custodian once it's been completed.

*\*An employer-coordinated transfer, otherwise known as a bulk transfer, is initiated and coordinated by your employer. If your employer offers a bulk transfer, they will reach out to you and inform you of what steps to take to participate in the transfer.*

## Spending Your HSA Funds

You can spend up to your total account balance.

### Option 1 Use Your Benefits Card



#### Use your card online or in person!

The Benefits Card lets you pay for eligible expenses directly from your HSA. Simply swipe the card, use it to pay online, or add it to your digital wallet\* and use it wherever Apple Pay, Google Pay, and Samsung Pay are accepted.

#### Notes:

- You do not need to call to activate your card—it will work as soon as you use it.
- Digital wallet capabilities are only available to primary cardholders.



#### Where do I use it?

Use your Benefits Card to pay for eligible expenses at a variety of retailers.

Visit [www.ebcflex.com/Wheretoshop](http://www.ebcflex.com/Wheretoshop) for more info.



#### Save your receipts!

You do not need to submit any receipts or documentation. However, it's a good idea to save health care bills and documentation in case of an IRS audit.



#### How do I get it?

The card is mailed to you when you enroll. You'll receive an email when it's on the way. If you'd like to order an additional Benefits Card for another authorized user, you can do so in your online account or with *EBCentral*. Learn more about how to order an additional Benefits Cards at [www.ebcflex.com/additionalcardvideo](http://www.ebcflex.com/additionalcardvideo).



#### Save your Benefits Card!

You can use it again for the next plan year. We automatically send you a new one before it expires.



#### Could my transaction be declined?

Your card may be declined if the merchant does not accept the Benefits Card, your purchase is not an eligible expense, or if you attempt to use your card for an expense that exceeds your available balance.

### Option 2 Set Up Online Bill Pay



Use HSA funds to pay for eligible expenses that weren't paid for with your Benefits Card using the Bill Pay feature in your online account. You can use this feature to pay yourself back for eligible expenses or send a payment directly to a provider.

1. After you log in to your online account, select your HSA tile.
2. Click on your HSA balance.
3. Select **HSA Bill Pay**.

**Tip:** You can also access online bill pay by selecting **Pay with My HSA** in the main menu of your HSA portal.