HEALTH SAVINGS ACCOUNT

HSA Quick Start Guide

REGISTER AND LOG IN

- Log in at **highmarkblueshield.com**.
- First-time users will need to **Register** for a login ID and password.

ACCOUNT SETTINGS

- Use the **Your Account** link (upper right, home page).
- Select **Account Settings** from the drop-down menu.
- Fill out your contact information and preferences to get notices about statements and payments from your account.

CLAIMS TAB

- View your claim details, Explanation of Benefits (EOB) or Plan Activity Statement.
- Pay claims with your HSA by paying yourself or a provider.
- Check your plan's progress toward reaching your deductible.

SPENDING TAB

- View your HSA balance.
- Track contributions and payments.
- Submit a new claim.
- Order more debit cards.
- Manage investments.

These links on the **Spending** tab will help you use your HSA.

Submit New Claim
Submit expenses to be paid back by your HSA.

Spending Account Settings
Sign up for direct deposit or assign beneficiaries.

Make Contribution
Make additional deposits into your HSA from your personal checking or savings account.

Debit Card
Track the activity on your card and report lost cards or order extra cards.

Transaction History
Track your contributions and payments.

Covered Expenses
Learn which expenses can be paid through your HSA.

Manage Investments
Invest your HSA money in mutual funds and review your investment account.

Cost-Savings Tools
Compare prices on health care and prescriptions, using the Care Cost Estimator and other tools.

Educational Material
View guides and videos that explain how to use your HSA.

Forms Library
Get the investment guide and transfer forms.

09/15 CS 107102

HIGHMARK®