



2561 Bernville Road, Reading PA 19605 Ph: (888) 769-8696 Fax: (610) 678-6818

First HSA Employee Enrollment Process

Step 1: Employer must complete Employee's First HSA Enrollment via the Employer Portal*

- Employee must complete Employee Enrollment Form and provide to Employer

Step 2: Employer determines method of contributions

- Payroll Deduction – Employer and/or Employee contributions
- OR**
- Employee payments directly to the account via
 - Electronic Funds Transfer through their Member Portal
 - Direct Deposit from a determined account through their Member Portal
 - Mailing a check directly to First HSA, 2561 Bernville Road, Reading, PA 19605

Step 3: Welcome Kits

- Employee will receive a “Welcome Kit” containing their personal account information and Visa Debit Card within 7-10 business days.
- Employee will receive monthly bank statements for all accounts with activity (quarterly for accounts with no activity) via electronically or paper depending on plan type selection. Statements will detail contributions, distributions, and interest earned.

*For employers who do not have computer access, please contact First HSA at 888-769-8696.