



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

First HSA Individual Enrollment Process

Step 1: Complete First HSA Application

- ❑ Application must include following information: Full Name; Signature; DOB; SSN; DL #; and a Physical Address.
- ❑ If individual is requesting more than one Authorized Signor on HSA, they must provide Full Name; Signature; DOB; and SSN on separate sheet of paper.
- ❑ Do not submit application until you have been approved for coverage by the health plan.

Step 2: Determine method of contributions.

Payments directly to the account via

- Mailing a check directly to First HSA
- Direct Deposit from a determined account

Step 3: Submit Applications to First HSA

- ❑ First HSA
Attn: Processing Department
2561 Bernville Rd
Reading, PA 19605

Step 4: Welcome Kits

- Accountholders will receive a “Welcome Kit” containing your personal account information.
- Visa check cards and printed checks will arrive within approximately 14 business days
- Accountholders will receive quarterly bank statements via email or paper (depending on selected plan type) detailing contributions, distributions, and interest earned. An image copy of checks drawn on HSA will also be provided with each statement.