

1. Setting up & applying for reimbursement requires three (3) documents

Receipt / Document * Required

Individual Premium Expense Valid Receipts

You must have ALL of the following valid receipts to substantiate your claim:

- A copy of your policy (with first claim only)
- Insurance Premium Notice
- Proof of payment of Insurance Premiums (notice from provider of premiums paid/copy of check)

Receipt(s) * 1

Summary

Pay From: Premiums

Pay To: Me

Cancel Previous Next

2. Setting up a recurring payment online at HSABANK.COM

- While entering your claim details, please select "Set up a recurring claim for this expense"

Claim Details * Required

Start Date of Service * mm/dd/yyyy

End Date of Service mm/dd/yyyy

Amount * \$

Provider *

Category * Select a category...

Type * Select a type...

Description

If the category is 'Other' or 'Over-the-Counter Drugs', you must provide a description.

Recipient * Add Dependent

Set up a recurring claim for this expense

3. Setting up Direct Deposit: see the document on our website for this.