This document outlines online enrollment for your Health Savings Account through HealthSCOPE Benefits with HealthCare Bank. If you have any questions, please feel free to contact us through email at cdhadmin@healthscopebenefits.com, or by calling 1-877-385-8775.

Please note that there are different enrollment guidelines depending upon whether or not you have dental or current HealthSCOPE Benefits web access. The instructions on pages 1 and 2 are for employees who have dental coverage or web access with HealthSCOPE Benefits. If you do not have dental coverage or web access with HealthSCOPE Benefits, skip to the login instructions beginning on page 3.

**Step 1:** Log on to www.healthscopebenefits.com.

**Step 2:** Click on Login, then click Members.

**Step 3:** At the Welcome Members screen, enter **Mission** in the Company Name field and click Submit.
Step 4: At the Site Sign In, enter your username and password, then click Sign In. If you haven’t already registered, click New Member Registration and follow the prompts to set up your account. You will need your Member ID number to do so.

Step 5: At the Landing Page (like shown below), click Health Savings Account.

Then you will see the Welcome to Annual Enrollment screen like shown here. To begin your enrollment, skip to the Enrollment Instructions section on the next page.
The instructions below are for those associates who do not have dental coverage or web access with HealthSCOPE Benefits.

You will be logging directly in to your Health Savings Account.

**Step 1:** Log on to the following website:
https://hsbparticipant.lh1ondemand.com

**Step 2:** Enter your username and password and click **Login**.

Your username is the first four letters of your last name and the last four numbers of your social security number. For example: If your name is Jane Smith with a social of 123-45-6789 your username would be Smit6789. The first time you log in your password will be the same as your username.

**Note:** If you need your username or password reset, please contact cdhadmin@healthscopebenefits.com

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**Enrollment Instructions**

You will now see the Welcome to Annual Enrollment screen like shown here.

**Step 1:** Click the **2019 HSA Enrollment** button.

**Note:** If you are enrolling after January 1st, you will click on the link in the Message Center.

**Step 2:** At the Summary of Pre-Tax Benefits Enrollment screen, click the **Next** button.
Enrolling in the HSA

**Step 3:** If you are enrolling in the Health Savings Account, you will need to click each of the links to **Read and agree** each document. You will need to scroll to the bottom of each document and click the box next to “I have read and agree.” Then close that document and go to the next one.

**Step 4:** Once all documents in the list are completed, click **Next** to proceed.

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**Verify your Consumer Profile Information**

**Step 5:** Complete the information on the Profile screen. Note that fields with a red asterisk (*) are required.

**Note:** Be sure to enter your email address. By doing so, you will receive notifications and other important information quickly.

**Step 6:** Click **Next**.

**Please note:** Identity verification is required to open your HSA. If we are unable to validate your identity based on the information provided, you will now be given the opportunity to make changes if applicable, and select **Next**. If you determine your information is correct, we will request verification documentation in the form of a drivers license, utility bill, and/or social security card to complete your enrollment.

**Dependent Enrollment (if applicable)**

**Step 7:** If you have dependents to add, enter each dependent’s information and click **Add Dependent**. The added dependent will then display under the **Eligible Dependents** list. Add as many as necessary by repeating the steps.

**Step 8:** Click **Next** to proceed.
Step 9: Review the Plan Rules and then certify that you meet the qualifications to open a Health Savings Account, and choose your coverage level. If there are no dependents loaded on your account, your coverage level will default to Individual.

Step 10: Click Next to proceed.

Step 11: Enter your election amount in the My Election field.

Step 12: Click Next to continue.

Step 13: Select your Payment Methods.

Step 14: Click Next to continue.
Step 15: If selecting Direct Deposit for your alternate reimbursement method, enter your bank account information.

The Bank Information may pre-populate based on the routing number entered. If not, enter the contact information for your bank.

Step 16: When complete, click Next.

Step 17: Select beneficiaries from the Dependents box to pre-fill the information.

Step 18: Click Add Beneficiary.

Step 19: Add a contingent beneficiary by choosing them from the Dependents box or complete the fields, and click Add Beneficiary. Beneficiaries and Share Percentages display and you may Update or Remove as necessary.

Step 20: Click Next to continue.

Note: During enrollment, you must name your spouse as a primary beneficiary if you are married.
Step 21: Verify your Enrollment Summary information carefully. Click Edit Information in any of the sections to make corrections.

Step 22: Click the Print link for a copy of your Enrollment Verification.

Step 23: Click Submit.

Step 24: The final step is to complete the HSA Account Creation Authorization requesting that an HSA be opened in your name. Read the authorizations listed, and click inside the check box to agree to the statements.

Step 25: Click Submit Enrollment.

Congratulations! You have successfully completed your HSA Enrollment. Please contact HealthSCOPE Benefits if you have any questions.