

Your district has chosen to offer an ASBAIT high deductible health plan (HDHP). Here is what to expect to set up a health savings account (HSA) for your employees who elect the HDHP plan.



### The set up process:

- Your district will conduct open enrollment and submit enrollment changes to Meritain Health.
- Meritain will send your district name and primary contact information to HealthEquity to begin:
  - the set up process with HealthEquity as a new ASBAIT district offering HDHP plan(s). Your district will contact Health Equity Employer Services at the number listed below and identify you are a new ASBAIT group. Please let Health Equity know you are initiating your welcome call to set up your log in access and an employer portal overview.
- When Meritain has completed the loading of your open enrollment changes, HealthEquity will receive an electronic feed of all HDHP electing employees and will run electing employees through the Patriot Act CIP (an identity check; not a criminal or credit check.)
- Your employees will be automatically enrolled in an HSA account with HealthEquity. A welcome kit and HSA Visa card will be mailed to each of your employees who chose an ASBAIT HDHP plan approximately 10-12 business days after receiving the enrollment feed from Meritain.
- When members receive their welcome kits, they will call HealthEquity Member Services to activate their cards via a live card activation process and receive individualized instruction if they so choose. The ASBAIT-dedicated Member Services number is available to newly enrolling and already enrolled HSA members 24-7-365. Any member level questions (pre-or post-enrollment) should be directed to HealthEquity Member Services @ 877.694.3948.
- Members can also go to <https://my.healthequity.com> to register and access their HSA account.
- Members can learn more about HSAs by viewing a previously recorded webinar at: <https://healthequity.com/learn/webinars>

### Resources for you:

- District representatives may also access the table of contents materials listed on the Health Equity educational link <https://www.healthequity.com/learn/hsa/member-guide/your-hsa>
- Your district is encouraged to review the educational information available for employees at <https://www.healthequity.com/partners/employers/hsa-education-tools>
- Any employer level questions the district HR personnel has prior to being set up in the HealthEquity system via the Meritain file feed can be answered by calling **Employer Services @ 866.382.3510** or email [employerservices@healthequity.com](mailto:employerservices@healthequity.com) (identify yourself as a district coming on board via ASBAIT). Note: Your district may not yet be in the system when you call i.e. HealthEquity may not yet have received the enrollment feed from Meritain).

*Remember: Your Meritain/ASBAIT Client Relationship Manager is available should you need assistance that the resources above cannot provide. ASBAIT will pay the monthly HSA account fee for each of your members, additional fees may apply above and beyond the monthly account fee. Fees are listed in the member guide and will be the responsibility of the employee.*

Links may incur an error with internet explorer, you may also use Mozilla Firefox or Google Chrome as a browser.