



# How to Make Individual Online HSA Distributions

## It's easy to pay for qualified medical expenses from your Health Savings Account (HSA) through HSA Bank's Member Website.

1. Log in to [myhsabankaccount.com](https://myhsabankaccount.com)
2. Click on "Make HSA Distribution."
3. Select whether you'd like the money to go to you or your medical provider. When distributing funds to a medical provider, a check will be sent to the address you specify. Distributions should be made only for IRS-qualified medical expenses.
4. Enter the amount you would like to distribute, based on availability of funds. All payments must be made for qualified medical expenses.
5. Choose a "One-Time" or "Recurring" schedule (If recurring is chosen, enter the frequency, initiation date, and end date).
6. Select "Direct Deposit" for distribution method if you would like the distribution to be directly deposited into your designated account.
7. Verify the account information, if you have more than one account set up.
8. Select an expense category for tracking expenses.
9. Click "Request Distribution."
10. Fund transfers will be deposited into your external bank account within three business days. Check distributions, should you request one, are processed and mailed the next business day.

## Sign Up for Online Account Access Today

1. Go to [myhsabankaccount.com](https://myhsabankaccount.com).
2. On first-time visit to the login page, click on "Create your new username and password." Enter the required information, including zip code and Social Security Number, and click "Next." Then, you will be prompted to select a username and password.
3. On return visits to the Member Website, log in with your username and password.

## Before you can make a payment, you'll need to set-up online distributions. Here's how:

1. To set up an external transfer account, log in to the Member Website and click on "Profile" and "Banking" in the menu.
2. Provide either checking or savings account information from your external bank account. For a checking account, you can obtain the routing number and account number from your checks. For a savings account, please contact your financial institution for the routing number and account number. After you receive a notification regarding the external account activation, click on the "Submit" button.
3. After you submit your external bank account information, wait for HSA Bank to make a small deposit in to your external account and an equivalent withdrawal from your external account as an authentication and safeguard process. HSA Bank will complete these transactions within three business days.
4. Monitor your external account for these two HSA Bank transactions. Take note of the transaction amount. To verify your external account, log in to the Member Website and from the Home tab, click on "Profile," "Banking/Cards," and "Activate" under your external bank account. Otherwise in the message center on the home page click activation where it reads, "One or more bank accounts require activation." Click Activation. You will then be required to enter the amount of the deposit/withdrawal made in your external bank account described in the previous step. Following the submission of your answer to a security question, you will receive a confirmation that your external bank account has been activated.



Please call the number on the back of your HSA Bank debit card or visit us at [www.hsabank.com](https://www.hsabank.com)

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