

# HSA Quick Start Guide



## REGISTER AND LOG IN

- Log in at [highmarkbcbs.com](http://highmarkbcbs.com).
- First-time users will need to **Register** for a login ID and password.



## ACCOUNT SETTINGS

- Use the **Your Account** link (upper right, home page).
- Select **Account Settings** from the drop-down menu.
- Fill out your contact information and preferences to get notices about statements and payments from your account.



## CLAIMS TAB

- View your claim details, Explanation of Benefits (EOB) or Plan Activity Statement.
- Pay claims with your HSA by paying yourself or a provider.
- Check your plan's progress toward reaching your deductible.



## SPENDING TAB

- View your HSA balance.
- Track contributions and payments.
- Submit a new claim.
- Order more debit cards.
- Manage investments.

### These links on the Spending tab will help you use your HSA.

#### Submit New Claim

Submit expenses to be paid back by your HSA.

#### Spending Account Settings

Sign up for direct deposit or assign beneficiaries.

#### Make Contribution

Make additional deposits into your HSA from your personal checking or savings account.

#### Debit Card

Track the activity on your card and report lost cards or order extra cards.

#### Transaction History

Track your contributions and payments.

#### Covered Expenses

Learn which expenses can be paid through your HSA.

#### Manage Investments

Invest your HSA money in mutual funds and review your investment account.

#### Cost-Savings Tools

Compare prices on health care and prescriptions, using the Care Cost Estimator and other tools.

#### Educational Material

View guides and videos that explain how to use your HSA.

#### Forms Library

Get the investment guide and transfer forms.

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09/15 CS 107102