

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Instructions for Activating Your Employer-Sponsored Health Savings Account (HSA)

Dear [Employee Name],

As part of your enrollment in the [Company Name] High Deductible Health Plan (HDHP), you are eligible to open and contribute to a Health Savings Account (HSA). To receive employer contributions and begin your own pre-tax payroll deductions, you must manually activate your account with our provider, [HSA Provider Name].

Please follow the steps below to complete your account setup:

1. **Visit the Portal:** Go to [URL for HSA Provider].
2. **Register Your Account:** Click on "Register" or "New User" and enter your Social Security Number and [Zip Code/Date of Birth] to verify your identity.
3. **Accept Agreements:** Review and accept the Custodial Agreement and Electronic Disclosure notices.
4. **Designate Beneficiaries:** Follow the prompts to add a beneficiary for your account funds.
5. **Order Debit Card:** Confirm your mailing address to ensure your HSA debit card is sent to the correct location.

Important Deadlines:

- Account activation must be completed by [Date].
- Failure to activate your account may result in a delay of [Company Name]'s matching contributions of \$[Amount].

If you have questions regarding the portal or need assistance with the registration process, please contact [HSA Provider Name] Customer Service at [Phone Number] or contact the HR Department at [HR Email/Phone].

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]