

# How to Set Up Your HSA



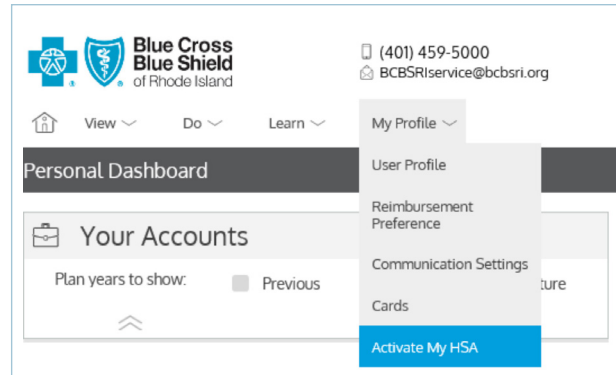
**To set up your HSA through UMB Bank, just follow the steps below.\*** You can then add money to your account, order an additional HSA debit card, and start using your HSA to pay your qualified medical expenses.

**Step 1:** First, be sure to create a member account on [bcbsri.com](http://bcbsri.com). You'll need your BCBSRI member ID card and a valid email address.

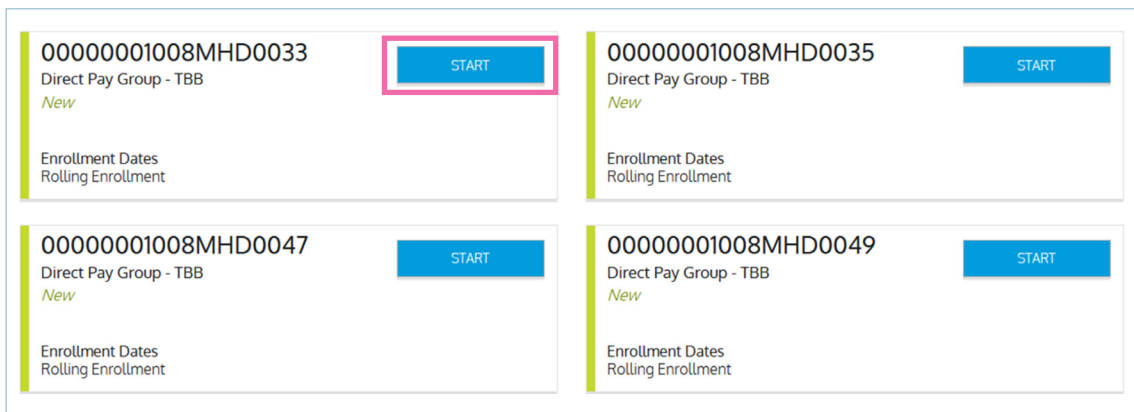
**Step 2:** Once you've logged in to your member home page, click **YOUR HSA** on the left-hand tool bar. You will then be directed to your BCBSRI HSA member portal.

**Step 3:** Click the **MY PROFILE** tab. Then, click **ACTIVATE MY HSA**.

**Step 4:** Complete the following account registration pages:



- **Start by choosing any one of the 4 HSA options.** Click **START** next to the HSA option you select, then **ENROLL** to proceed.



- **Complete any of the required fields and ensure accuracy of pre-populated fields.** Click **NEXT** to proceed.

General Info	
First Name *	Allison
Initial	
Last Name *	Johnston
Date of Birth *	April 6, 1958
SSN *	*****1958
Phone *	401100000
Email *	a.johnston@email.com
Re-Enter Re-enter Email *	a.johnston@email.com
10 SMITHFIELD WAY EAST PROVIDENCE, 02914	
Address	
Home Address (Not PO Box)* ?	Mailing Address
Address 1 *	Same as home address <input type="checkbox"/>
10 SMITHFIELD WAY	Address 1

**Opt-in to receive e-statements by clicking the PDF to access the PIN#.** Then, enter the PIN# in the specified field. Click **YES, I ACCEPT**, and **NEXT** to proceed.

Statements & Forms

Statements

Monthly statements will be made available online as a PDF document



Electronic Only

Electronic Documents Access

In order to elect Electronic Documents, you must verify your ability to access Electronic Documents.

Please open [Sample PDF File](#) and enter the PIN Number below.

Enter PDF PIN Number

 [Click here to open PDF](#)  [Get Adobe Acrobat Reader](#)

**Confirm all information is correct.** Add dependents if applicable, then click **SUBMIT** to complete the activation process.

Participant Demographics

Allison Johnston

Date of Birth April 6, 1958

SSN \*\*\*\*\*1958

Phone 401100000

Email ajohnston@email.com

Home Address  
10 SMITHFIELD WAY  
EAST PROVIDENCE, 02914  
US

**Step 5:** After completing the registration form and accepting all agreements, please click **DONE**. Your HSA will now be activated and you will be able to transfer money to it. Be on the lookout for important information you will receive by mail:

- Your HSA debit card, which you can use to pay for qualified medical expenses
- A welcome kit from UMB, which includes your HSA account number, checkbook, and important banking information

**\*HSAs established at UMB Bank incur a monthly fee of \$2.00, which is automatically withdrawn from your account.**



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