

You are now enrolled in the Orange Board of Ed High Deductible Health Plan (HDHP)

WHAT DO I NEED TO DO NOW?

1. OPEN A HEALTH SAVINGS ACCOUNT (HSA) WITH HEALTHEQUITY.

HEALTHEQUITY is the Orange Board of Ed's preferred HSA provider. HEALTHEQUITY has no account fees, does not provide paper checks, and does not authorize ATM withdrawals.

To complete the enrollment process, please go online to: <https://go.healthequity.com/PUB>.

Select OPEN ACCOUNT found at the top right corner of the webpage. Follow the page instructions. Disregard the request to fund \$50.00. The enrollment process will allow you to bypass the request.

If you need help with the enrollment process, representatives are available 24/7, at 877.790.0309.

Your enrollment packet will take 7-10 business days to arrive. As the employee, (1) HSA debit card will be issued. Please review the packet instructions to activate your HEALTHEQUITY HSA debit card. Dependents must be added to your HEALTHEQUITY HSA as authorized users in order to issue additional debit cards.

Approximately (3) days after setting up your HEALTHEQUITY HSA online, you can retrieve your routing and account number. This information can be found by selecting your INITIAL circle at the top right of the home page. Select Profile, Select Health Savings Account, then scroll down to Employee Contribution Account Information.

2. SET UP YOUR HEALTHEQUITY HSA PAYROLL DEDUCTION INFORMATION.

Once you have opened your HSA with HEALTHEQUITY and received your Routing and Account Number, please complete the Orange BOE HSA Payroll Deduction Authorization form. This form is found on the Employee Forms page of the Orange Public Schools website:

<https://www.oess.org/departments/business-office/employee-benefits-forms>

It is your **option** to contribute to your HSA. This form is **required** to set up your HSA information in payroll so that the Orange BOE can provide their HSA contribution. Return the form to Central Office, Attn: Angela Booth, Payroll Coordinator. Provide the HSA routing and account number, **NOT** the debit card number. If you elect to contribute to your HSA, the deduction will be processed bi-weekly and sent as a pre-tax contribution to HEALTHEQUITY.

3. HOW DOES THE ORANGE BOE PROVIDE THEIR PORTION OF THE HDHP DEDUCTIBLE?

Once you have submitted the completed HSA Payroll Deduction Authorization form, the Board of Ed contribution portion of the HDHP deductible will be deposited into your HEALTHEQUITY HSA per the terms of your Union Contract or Statement of Benefits. Your payroll advice will reflect when the contribution has been processed (HEALTHEQUITY uses Wells Fargo bank, you will see that name under Deposits). Please verify that the funds were deposited to your HEALTHEQUITY HSA and notify payroll immediately if there are any issues.