



# How To Manage My HSA Online

## Online Tools & Education

You can use myGilsbar's **Health Savings Account (HSA)** portal to fully manage your HSA. The homepage is designed to give you a snapshot of your account details. You can quickly view recent payments received, receipts submitted, account summaries, personal information, frequently searched forms and account services.

For more detailed information, click on each of the navigation tabs to take you into a specific area of your account.

### HOW TO ACCESS THE HSA PORTAL:

Log into **www.myGilsbar.com**, and on your dashboard, select **HSA ACCOUNT INFORMATION** from the FSAs/HRAs tab on the top toolbar.

If you are new to myGilsbar.com, complete the brief registration process in order to log in. You will need your group number (located on your ID Card), Social Security number and a valid personal email address.

Click **Profile** to update your personal information and edit your direct deposit information. Direct deposit information will be validated by the system before the first automatic payment is made. If you submit a claim while the information is being processed, you will be reimbursed by check.

Click **Accounts** to find election amounts, available balances, amount paid to date, pending payments, denied claims and deposits for active accounts.

The screenshot shows the myGilsbar HSA portal dashboard. At the top, there is a navigation bar with links for 'Contact Us', 'JOHN BLACK', a shopping cart icon with '(0)', and 'Logout'. The Gilsbar logo is prominently displayed with the tagline 'Enhancing Business. Improving Lives.' Below the logo, there are navigation tabs: 'Home', 'Dashboard', 'Accounts' (highlighted), 'Tools & Support', 'Profile', 'Message Center', and 'I Want to:'. The main content area is titled 'Accounts / Account Summary' and includes a sidebar with links for 'Account Summary', 'Account Activity', 'Claims', 'Payments', and 'Statements'. The main content area displays a summary for the 'Health Savings Account' with a table showing balances and a detailed table for 2018 contributions and deductions.

AVAILABLE CASH BALANCE	INVESTMENT BALANCE	TOTAL AVAILABLE BALANCE
\$0.00	\$0.00 <small>* Current as of 1/6/2014</small>	\$0.00

  

2018						Estimated Per Pay Period Deduction: \$147.11
ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED	AVAILABLE BALANCE
Health Care FSA	\$2,650.00	\$7,603.39	\$30.00	\$0.00	\$7,573.39	\$2,620.00
Dependent Care FSA	\$5,000.00	\$1,773.00	\$0.00	\$0.00	\$1,773.00	\$5,000.00

  

<b>2017</b>	Estimated Per Pay Period Deduction: \$146.15
<b>2016</b>	Estimated Per Pay Period Deduction: \$47.17
<b>2016 DEP</b>	Estimated Per Pay Period Deduction: \$94.34
<b>2015</b>	Estimated Per Pay Period Deduction: \$144.23
<b>2014</b>	Estimated Per Pay Period Deduction: \$48.08

