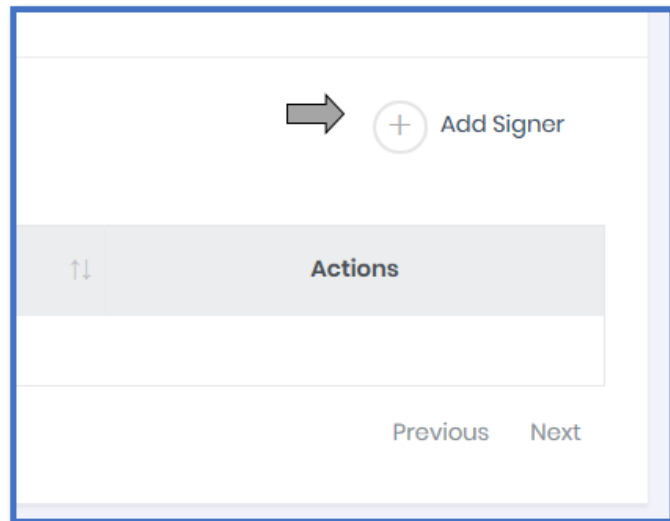
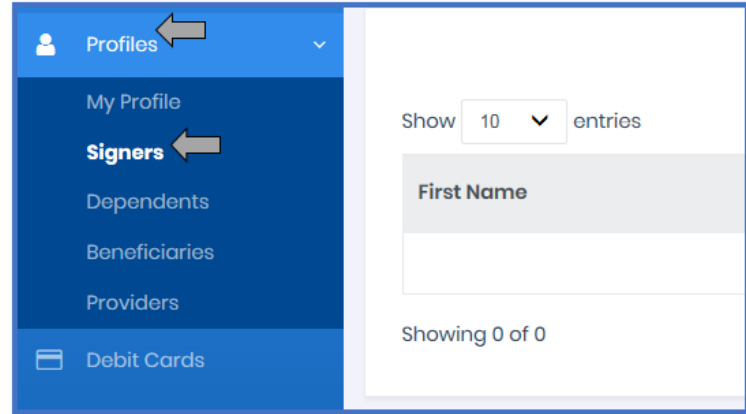


HOW TO:

Add a Signer

Step 1:

After you have logged into your portal you will select Profiles then Signer from the left-hand menu.

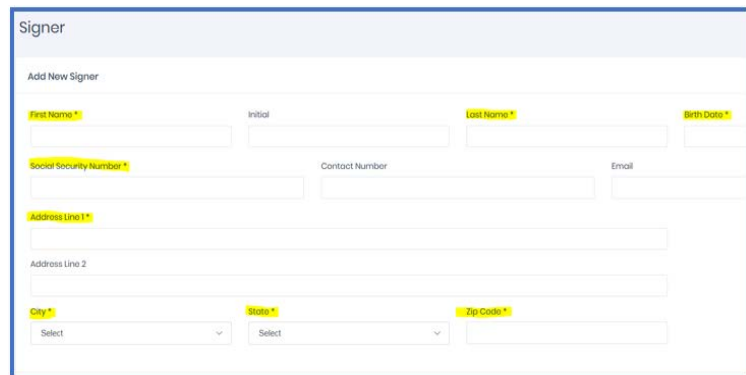


Step 2:

Select Add Signer.

Step 3:

Enter all required data that is marked with an * and submit. Once the information is submitted, SelfcareHSA is required to verify their identity, once their identify has been verified signers will then be added to the account. Signers will receive a debit card in their name but will not receive log in access.

A screenshot of the 'Add New Signer' form. The form is titled 'Signer' and 'Add New Signer'. It contains several input fields: 'First Name *', 'Initial', 'Last Name *', 'Birth Date *', 'Social Security Number *', 'Contact Number', 'Email', 'Address Line 1 *', 'Address Line 2', 'City *', 'State *', and 'Zip Code *'. The asterisks indicate required fields.