Opening Your HSA Online

You’ll need the following information when you begin:

- Unexpired government issued ID for the account holder and for an authorized signer, if elected. This can be a driver’s license, state-issued ID, passport, or military ID.
- The date of birth for your beneficiaries.
- The social security number and date of birth for the authorized signer, if elected.

Complete the following steps to open your account:

1. Go to theHSAauthority.com and click on the “Enroll Now” button. Click on “Continue” to access the account opening website.

   Note: If you already have an open HSA with The HSA Authority at Old National Bank, you do not need to complete the account opening process again.

2. Select the option “If you have been instructed by your employer…” The prompt to enter your six-digit employer code will appear. Enter the code that was provided by your employer. If you are not with an employer group, select “All others click here.”

   Butler University
   Employer Code: 143674

3. Click the “Continue” button at the bottom of the screen to continue the account opening process.
4. Once you have successfully submitted your enrollment application, a confirmation number will appear.
5. After completing the online enrollment, you’ll receive a welcome letter in the mail with your new HSA information.
6. If you requested a debit card it will be mailed separately and will arrive following the welcome letter. If checks are requested, the order is held and processed after your balance reaches $25.00.

Online Banking & eStatements

Your Welcome Letter contains your new HSA number along with instructions for accessing Old National Bank’s online banking site and telephone banking system. If you choose eStatements, be sure to follow the instructions in the welcome letter to activate your eStatement election. If you’d like assistance using these services, please call our Client Care Center toll-free at 888-472-8697.
Website Features
Visit theHSAauthority.com for helpful tools!

HSA Calculators
Employees can easily compare a high-deductible health plan with an HSA to a traditional health plan and calculate the future value of their HSA.

Health Information Links
Informational websites for individuals to compare important hospital quality data and gather reliable information on diseases, health conditions and wellness issues.

HSA Resources
- Retail pharmacy discount programs and their websites to help locate the best price possible
- Healthcare and prescription drug cost-saving strategies to assist in finding and negotiating the best price
- An expense tracking sheet is available to help start tracking eligible medical expenses.

Medtipster
Locate affordable generic drug programs available across the country with many drugs costing as little as $4. If a medication is available at a discount, a list of pharmacies in the area is presented along with pricing. As an added value, Medtipster also offers area flu shot, immunization, and health screening searches.

Forms and Address Changes
Easily access forms to make changes to your HSA on our website. Click on the Forms tab at the top of the page to access forms such as our Address Change Form, Additional Authorized Signer Form, Beneficiary Change Form, Name Change Form, plus many others. The completed form can be mailed to us for processing.

Online Messages and Address Changes
When signed in to Online Banking, you can quickly and easily request an address change, send a message or request information from our Client Care team.

Contact Us
Contact Client Care at 888-472-8697, or send an email to info@theHSAauthority.com for more information.