



Instructions to open an HealthEquity HSA Account:

STEP ONE

The Application | Website Link: [HealthEquity - Industry's #1 HSA Administrator](#)

1. Navigate to the HealthEquity website
2. Click on the “Open Account” link in the top right corner (next to the “Login” button)
3. Choose “Individual”
4. Fill in the required information (Personal Information, desired login, & fill in insurance information)
5. Click “Enroll”
6. If you have any issues or need assistance with their process. They list the contact number at the top of the “Open an HSA” page. It is also listed here: 866.346.5800

STEP TWO:

Opening a Schwab Health Savings Brokerage Account (HSBA) through HealthEquity

Website Link: [HSA Investing — Getting started | HealthEquity | Help Center](#)

For members who desire additional flexibility and investment options, HealthEquity offers an optional Schwab Health Savings Brokerage Account (HSBA) powered by Charles Schwab. If your HSA plan is set up under an employer, access to the Schwab HSBA is dependent on whether the employer has elected to allow the Schwab HSBA. To see if your account is eligible for a Schwab HSBA, please access your online account at HealthEquity.com and follow these steps.

1. Select the “**Manage HSA Investments**” link on your homepage.
2. If your account is eligible for a Schwab HSBA, you will see a section about brokerage account offers. If there is no brokerage account section, your account is not eligible to enroll with the Schwab HSBA.
3. If available, select the “**Learn more**” button within the Brokerage account offering.
4. Select the “**Open an Account**” button. You will be transitioned to Charles Schwab.
5. Complete the electronic online account opening process with Charles Schwab.
6. **Call Foster Financial to provide us with the Schwab account number***

During the Schwab electronic account opening process members will be asked to self-identify as a corporate insider or if you are affiliated with a FINRA firm. If you identify as either, further documentation may be requested by Schwab from your employer’s compliance department providing consent and disclosure to open your Schwab HSBA account.

***After Foster Financial receives the account number, our office will send a form to sign that allows Foster Financial to manage the HSBA portion of your account.**



STEP THREE:

Transferring Funds from your HealthEquity HSA to your new Schwab HSBA:

1. **Log in to HealthEquity:** Go to the HealthEquity website and log in to your account.
2. **Navigate to Transfers:** Look for an option related to transferring funds or managing your HSA. This might be under a section like “Account Management” or “Transfers.”
3. **Initiate Transfer:** Select the option to transfer funds to an external account. You will need to provide the details of your Schwab HSBA, such as the account number and routing number.
4. **Confirm Details:** Double-check all the information you’ve entered to ensure it’s correct.
5. **Submit Transfer:** Complete the transfer process by following the on-screen instructions. You may receive a confirmation email once the transfer is initiated.
6. **Monitor Accounts:** Keep an eye on both your HealthEquity and Schwab accounts to confirm that the transfer has been completed successfully.

If you would like to walk through this process with a Client Relationship Manager, please call our office at 260-234-2200 and we would be happy to help you. If you have any problems or questions throughout the process, we are more than willing to help and answer your questions!

-The Foster Financial Team

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