

Adding or Updating HSA Enrollments

As employees join your organization and experience qualifying life events, you may need to enroll new participants or update coverage levels through the online Employer Portal.

Important notes regarding HSA enrollments:

- HSA enrollments must only be entered once at account opening; annual re-enrollment is not required.
- Election/deduction amounts are not required when entering a HSA enrollment. Employees may change their contribution amount throughout the year and this only needs to be updated in your payroll records.
- The coverage level indicated at enrollment will determine the contribution limit on the account. If an employee changes from Individual to Family coverage (or vice versa) it is important to update their coverage level on the HSA account.

Creating a new employee profile and enrollment:

- Log into the Employer Portal. (Click [here](#) for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, click the + New Employee button.
- Enter the Personal and Employment Information and click Add Employee.
- In the Confirmation section click the + New Enrollment button.
- Follow the prompts to enter enrollment details and click the Submit button at the end of Step 4.

Adding an enrollment to an existing employee profile:

- Log into the Employer Portal. (Click [here](#) for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, locate the employee from the list or search for the employee by name.
- From the employee profile select the Enrollments tab and click the + New Enrollment button.
- Follow the prompts to enter enrollment details and click the Submit button at the end of Step 4.

View the guide below for step-by-step instructions.
