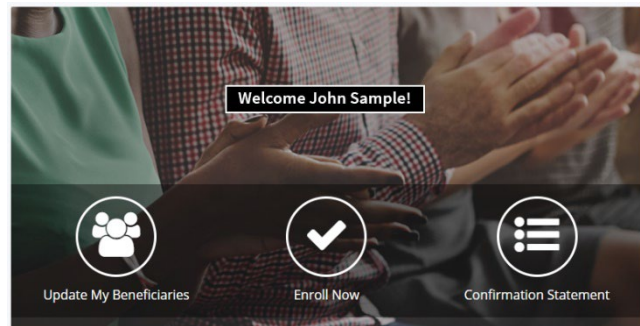


Here is how to activate your Health Savings Account

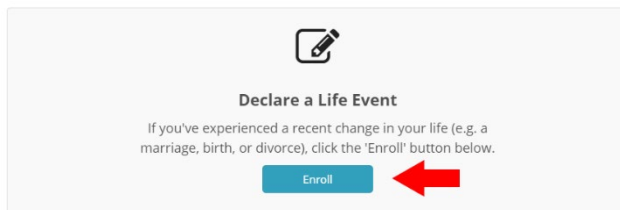
First, You Must Agree to the Terms & Conditions:

To agree to Terms & Conditions, log in to [MY VU Benefits](#) and declare a HSA life event (see instructions below), in order to get to the point of activating your account. If you have already completed this step upon enrollment, please move on to the second set of instructions.

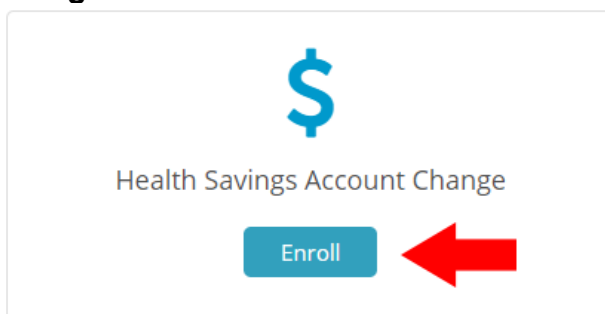
1. Log in to [MY VU Benefits](#)
2. Click **Enroll Now**



3. Click **Enroll**



4. Scroll to the bottom of the page and click **Enroll for the Health Saving Account Change.**




5. Use the date that you log in to declare the life event as the effective date.

*
mm/dd/yyyy 
Enroll Now

6. Agree to Terms & Conditions.

• I acknowledge that the Fidelity HSA is governed by a pre-dispute arbitration clause, which appears on the last page of the HSA Brokerage Customer Agreement in the Fidelity HSA Documents accessible above, and which I represent having read and agreed to.

I Agree 
 Decline

7. Next screen: you can change your HSA contributions if you wish. If you do not want to contribute additional funds or change your election, click **save and continue**.

Health Savings Account | Make Your Choice

Start by entering either the total annual amount you would like to contribute for the next plan year or how much you would like to pay each pay period. Click the "Calculate" button to see the other total.

Min and Max Contributions:

- The minimum annual contribution to participate is **\$0.00**
- The maximum annual contribution to participate is **\$5,500.00**
- If you do not wish to participate, please enter **\$0.00**

Employer Amounts:

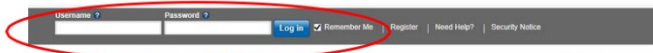

- Employer annual contribution is **\$1,500.00**

ENTER:
Your Amount for the Year:
\$ 0.00
or
Deduction (Monthly):
\$ 0.00
Calculate

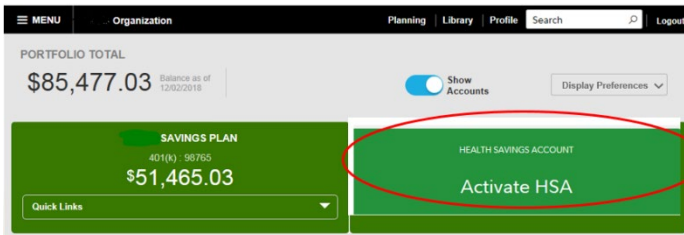
Save and Continue >

Second, You Must Activate Your HSA

1. **Log in to:** [Fidelity](#) (same log in information as your 403(b) retirement account)


Username Password **Log In** Remember Me [Register](#) [Need Help?](#) [Security Notice](#)
VANDERBILT UNIVERSITY 
[Home](#) [Get Started](#) [Plan & Investments](#) [Tools & Resources](#) [Contact Us](#)

2. Once you log in to Fidelity, click on the **Activate HSA button**:



3. Next, complete the questions below and click **“Continue Your Application.”**

A screenshot of the 'About You' application form. The title is 'About You'. Below the title, a message states: 'Your account application was prefilled based on information previously provided. It may need to be updated. To continue, please review and complete this page.' Below this message, there is a note: 'All fields required unless otherwise noted.' The form is divided into two main sections. The first section is 'Personal Information' and contains the following fields: 'Daytime Phone' (with a dropdown for area code '555' and a text input for the number '555 - 5555'), 'Email Address' (with the value 'jake@thetaorg.com'), and 'Your Occupation' (with the value 'Project Manager'). Below these fields are two radio button options for 'Are You a U.S. Citizen?': 'Yes, I am a U.S. citizen.' (which is selected) and 'No, I am not a U.S. citizen.' The second section is 'Industry Investment Associations' and contains two radio button questions: 'Do you work for or are you associated with a stock exchange, broker-dealer, or the Financial Industry Regulatory Authority (FINRA)?' (with 'No' selected) and 'Are you or an immediate family/household member, a director, corporate officer, or 10% shareholder of a publicly-held company?' (with 'No' selected). At the bottom of the form, there are two buttons: a blue 'Continue Your Application' button and a blue 'Exit Your Application' link.

4. The next several screens will prompt you to **review and confirm**:

- Your personal information
- Agree to terms of the HSA account
- Select if you would like to receive electronic documents
- Click “I agree” to all the above information

5. Below is the confirmation that your account has been **activated**:

Fidelity NetBenefits Employee Benefits Powered by **Fidelity**

Health Savings Account

[Confirm](#) > [Next Steps](#)

<h3>Your Account has been Activated</h3> <p>Congratulations, you have now successfully completed the HSA activation process.</p> <p>Your account number is 1100000000</p>	Questions? 800-544-3716
---	-----------------------------------

Next Steps

- [Request Additional Debit Cards](#)
Enable your eligible spouse or dependents to pay for qualified medical expenses with a Fidelity HSA debit card.
- [Name Your Beneficiaries](#)
Establish the recipients of your HSA in the event of your death.
- [Contribute to Your Account](#)
If you haven't already you will need to choose an amount to contribute.
- [Learn More About HSAs](#)

If you need help or have questions, please contact Fidelity at 800.343.0860 or Vanderbilt Human Resources at human.resources@vanderbilt.edu or by phone at 615.343.4788.