How to Activate Your Health Savings Account (HSA)
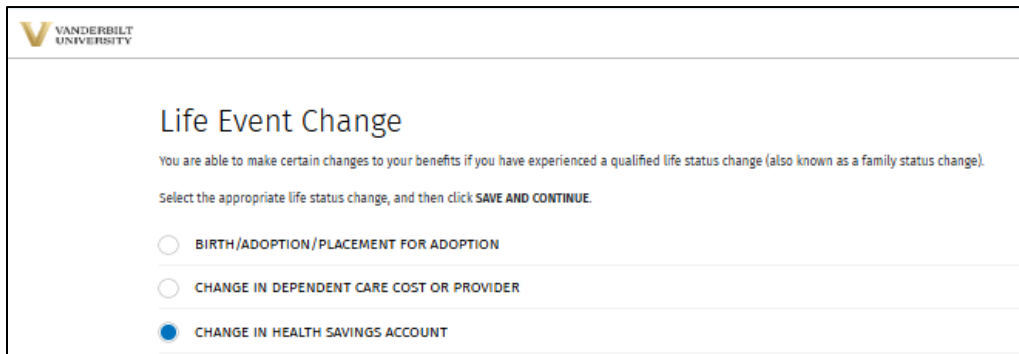
First, agree to the Terms & Conditions on the My VU Benefits enrollment site

To agree to the Terms & Conditions, log into My VU Benefits and declare an HSA life event (see instructions below). If you have already completed this step upon initial enrollment, please proceed to the second step.
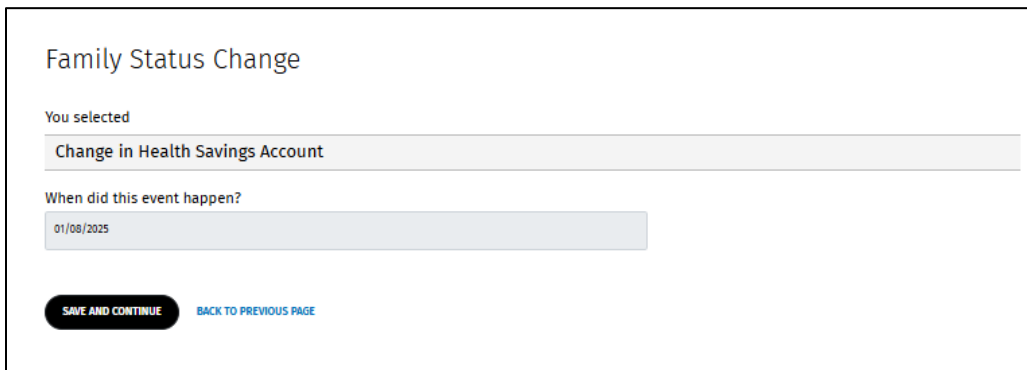
1. Log into My VU Benefits
2. From the home screen, click **CHANGE YOUR CURRENT BENEFITS**

3. Select **CHANGE IN HEALTH SAVINGS ACCOUNT** then click **SAVE AND CONTINUE**

4. Enter the effective date for the change then click **SAVE AND CONTINUE**

5. Click on the **CHANGE** icon on the Health Savings Account tile. Once you confirm what you would like your annual election to be, click **CALCULATE COST** make sure the **YOUR SELECTION** button is highlighted, and then click **I'M DONE WITH MY SELECTION**. If you do not want to make personal contributions, enter $0.00 as your election, then click **CALCULATE COST**, then **SELECT**, and then **I'M DONE WITH MY SELECTION**.

6. Click **I'M DONE WITH MY SELECTION** on the Health Savings Account One-Time Contribution screen unless you'd like to add a one-time contribution.

7. Click on **SAVE MY ELECTION**. Click on **I AGREE** on the HSA Eligibility Questions pop up if you meet the eligibility criteria.

8. Once you are back on the Select My Benefits page and you are finished making changes, select **I'M DONE SELECTING BENEFITS** on the right-hand side menu, then **SUBMIT MY ELECTIONS**. Click **ACCEPT** 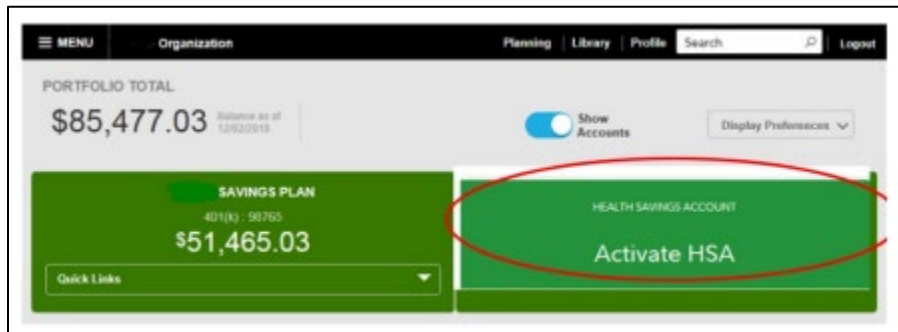to confirm your elections or **GO BACK** to return and modify. You can be sure your election has been received when you see a confirmation number. We recommend that you print or save the confirmation page for your records.

Second, You Must Activate Your HSA On Fidelity's NetBenefits Site

1. Log into www.netbenefits.com/Vanderbilt (using the same log in information as for your 403(b) retirement account)
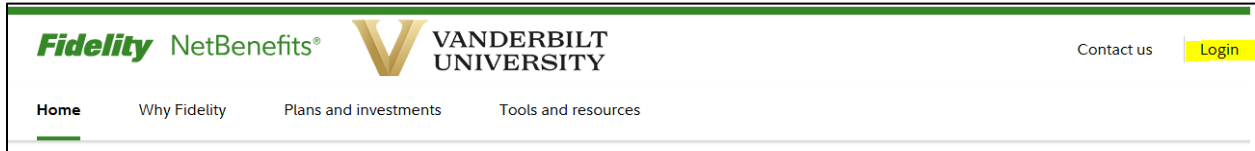
2. After logging in, click the **ACTIVATE HSA** button

3. Complete the questions below and click **CONTINUE YOUR APPLICATION**

4. The next several screens will prompt you to:
    a. Review and confirm your personal information
    b. Agree to terms of the HSA account
    c. Select if you would like to receive electronic documents
    d. Click "I agree" to all the above information

5. Your account has been activated when you see the confirmation below:
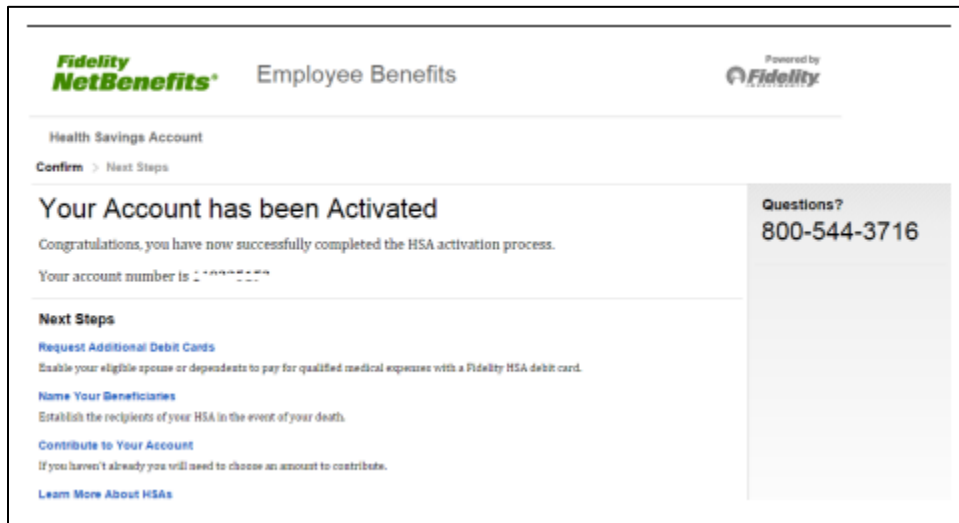
If you need help or have questions, please contact Fidelity directly at 800.343.0860 or the VU Benefits team via benefits@vanderbilt.edu.