



STERLING
ADMINISTRATION

NEED TO COMPLETE ENROLLMENT IN YOUR HEALTH SAVINGS ACCOUNT (HSA)

Dear HSA Accountholder,

We want to let you know that there are a few additional steps needed to complete your HSA enrollment. The process will take just a few minutes of your time. Once the enrollment process is completed, you can begin to make contributions (deposits) to your account, initiate distributions (withdrawals) from the account, and access information in your HSA whenever you wish.

To get started, simply click [here](https://www.sterlinghsa.com/Accounts/Register/register1), or copy to your browser: Member (individuals) <https://www.sterlinghsa.com/Accounts/Register/register1>, you will need your Sterling Account Number (example: IBA1234567), date of birth, and social security number. You will also be asked to create a username and password. To prevent unauthorized access to your HSA, please do not share your username or password.

Register Your Account for Online Access

Please provide the information required below to register your new Sterling Health Services account. You must have already established an account with Sterling Health Services prior to creating an online account. If you wish to access multiple portals as a member and employer, you must have a separate user ID and password for each account type. Each user ID must be unique.

MEMBER

EMPLOYER

BROKER

GENERAL AGENT

***Required Information**

Accountholder Registration

Account Number:
Enter your Sterling account number. Your account number can be found on your welcome letter.

Social Security Number:
Enter your Social Security Number (xxx-xx-xxxx format).

Date of Birth:
Enter your date of birth (mm-dd-yyyy format).

User Information

Username:
Choose a username. The username must be at least 6 and no more than 12 characters long. Usernames and passwords are case sensitive.

Email Address:
Enter a valid, active email address. Your account confirmation will be sent to this email address.

Password:

Confirm Password:

Confirm Email Address:
Confirm your email address.

Password Reminder:
What is my mother's maiden name?

Confirm Password:

Password Reminder Answer:

By creating your account online, you agree to accept the term of our [Electronic Access Agreement](#), which is provided here online. If you wish to save the information provided, you will need to save it electronically to your computer or print it out yourself.

☐ I have read the document associated with establishing online access to my account with Sterling Health Services and transacting business online. I accept the terms of agreement.

SUBMIT FORM →

Once you've created the username and password, click on the following link:
<https://www.sterlinghsa.com/Accounts/Login/>. Enter the username and password you just created,
(our system is case sensitive) and click LOGIN.

You will then be prompted to finish the enrollment process and agree to the terms and conditions of your HSA Account. You have now completed the enrollment process and are able to access/manage your Health Savings Account at any time via Sterling's online portal.

If you have questions or need assistance, please call Customer Service at: 800-617-4729, Monday-Friday, 8am-5pm (Pacific Standard Time) or email us at HSA@sterlingadministration.com.