Employees who have chosen the Deductible based plan as their election for medical insurance can enroll in their Health Savings Account online, directly with Optum Bank. This option is a secure site and allows the employee to input private information, such as SSN, from the privacy of their home or office. The account is activated within 24 hours of completion of the process and therefore helps to ensure the account is open and active for the first deposit of funding from the University’s payroll.

**Process:**

1. Access the website [www.optumbank.com](http://www.optumbank.com).

2. In the upper right corner of the page, click on “Open an HSA” (see example, below).

3. A disclaimer will be displayed; review the disclaimer and click “CONTINUE” once ready to proceed to the next step of the process.
The group number for the account is “165058”. Once the group number is entered, the “Employer Name” field should pre-populate reading “University of Hartford”. The “HDHP Effective Date” should be completed using the first day of medical insurance coverage. If you have questions regarding coverage effective date, please contact your designated HR Service Partner.
**Step Two:** If you would like to add an additional Card Holder click the check box and completed the requested information.

**Step Three:** Review the terms and conditions. Provide your electronic signature at the bottom of the document. This completes the enrollment for a Health Savings Account. Upon processing by Optum Bank, you will receive a confirmation email and a Health Savings Account card(s) for the active account.