

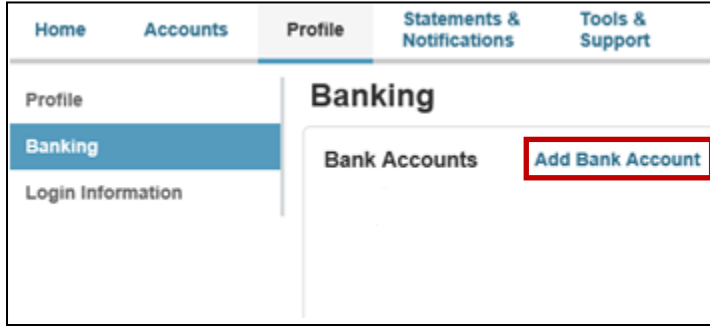
HSA Participant Online Direct Deposit Setup Guide

1. Go to: www.adminamerica.com and click on the **Participants** **LOGIN** button on the Admin America website home page . . .

If you have never logged in before please refer to the **First Time Login Instructions Guide**. If you do not have access to this guide, please call Admin America at (770) 992-5959 or (800) 366-2961 and we will email the guide to you.

2. Click on your **Profile** tab on the **Home Screen**, and then click on the **Banking/Cards** option on the left hand side of the new screen

3. Select Add Bank Account



4. Enter the requested information in the fields below, then click Submit

A screenshot of a web application's 'Update Bank Account' form. The form is titled 'Banking / Update Bank Account' and is located under the 'Profile' tab. The form contains two sections: 'Bank Account Information' and 'Bank Institution Information'. The 'Bank Account Information' section includes fields for 'Routing Number *', 'Account Number *', 'Confirm Account Number *', 'Account Type *', and 'Account Nickname *'. The 'Bank Institution Information' section includes fields for 'Bank Name *', 'Bank Address *', and a dropdown for 'State' with a 'Zip Code' field. The 'Submit' button is highlighted with a red rectangular box.

Field	Value
Routing Number *	123456789
Account Number *	00000123456789
Confirm Account Number *	00000123456789
Account Type *	Checking
Account Nickname *	
Bank Name *	Snow Drift Bank
Bank Address *	1159 Frosty Rd
State	Alaska
Zip Code	98765