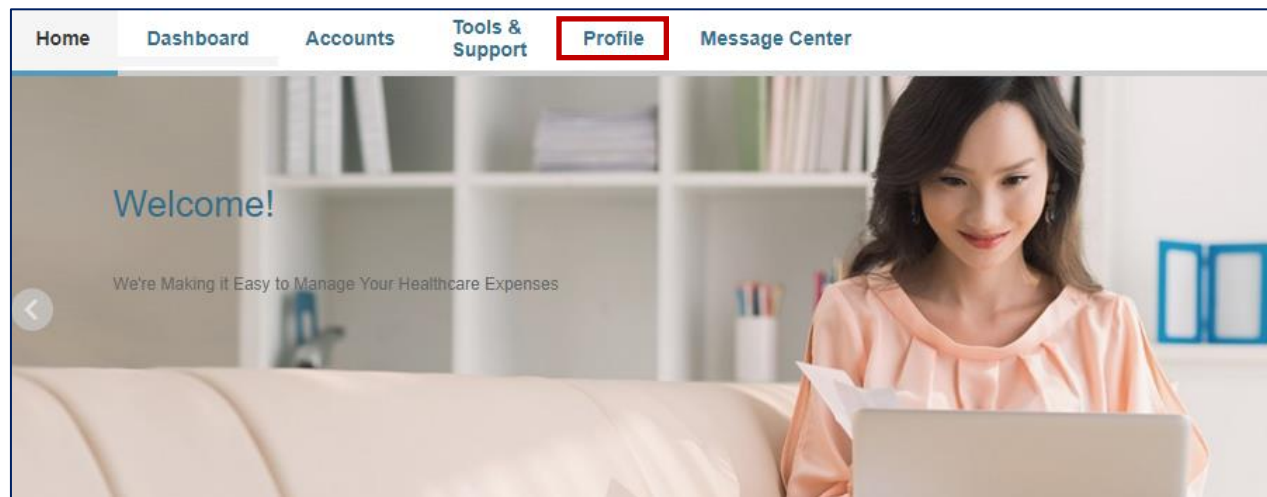


1. Go to: <https://adminamerica.com> and click on the  Tab or the  button.



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. If you would like to setup Direct Deposit for HSA Disbursements, please follow the instructions below:



3. From your Profile click on the Banking option on the left hand side of the screen

<b>Profile</b>	<b>Profile / Profile Summary</b>
<b>Banking</b>	<b>Profile</b> <a href="#">Update Profile</a>
Payment Method	<b>Brian Curtis</b>
Login Information	<b>Address</b> 603 Molestie Av Atlanta, GA 30328 United States
	(404) 582-8952 BCurtis@jands.com
	<b>Gender</b> Unspecified
	<b>Marital Status</b> Unspecified
	<b>Employer Employee ID</b> 010873160
	<b>Consumer Communication ID</b> 010873160

4. Select Add Bank Account

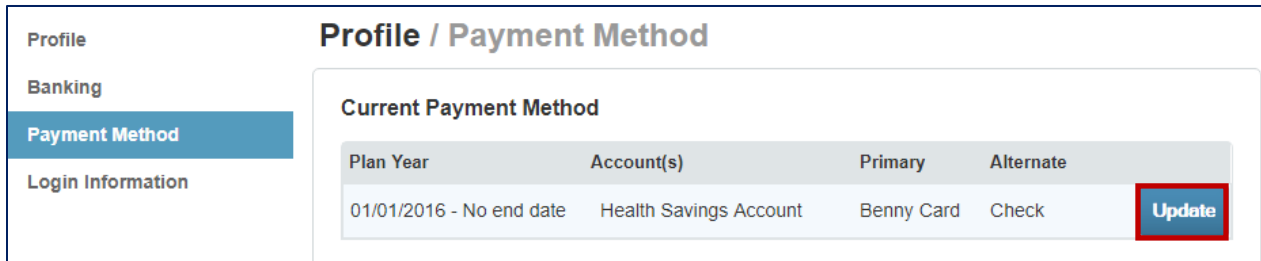
<a href="#">Home</a>	<a href="#">Accounts</a>	<a href="#">Profile</a>	<a href="#">Statements &amp; Notifications</a>	<a href="#">Tools &amp; Support</a>
Profile	<b>Banking</b>	<b>Banking</b>		
Banking Information		Bank Accounts	<b>Add Bank Account</b>	

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

Profile	<b>Banking / Add Bank Account</b>
<b>Banking</b>	
Payment Method	
Login Information	
	<b>Bank Account Information</b> <small>*Required</small>
	Routing Number * ⓘ <input type="text" value="123456789"/>
	Account Number * <input type="text" value="000118655"/>
	Confirm Account Number * <input type="text" value="000118655"/>
	Account Type * <input type="text" value="Checking"/>
	Account Nickname * ⓘ <input type="text" value="Checking"/>
	<b>Bank Institution Information</b>
	Bank Name * <input type="text" value="The Best Bank"/>
	Bank Address * <input type="text" value="6347 Finance Way"/>
	<input type="text" value="Atlanta"/>
	<input type="text" value="Georgia"/> <input type="text" value="30328"/>
	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

**6. Select Payment Method option on the left hand side of the screen and Update your Payment Method preference if needed.**

- a. If Benny Card is listed as your primary, do not update your primary payment method. You may update your alternated payment method.
- b.
- c. If Benny Card is not listed as your primary, you may update your primary and alternate payment method.



The screenshot shows a web interface for managing a profile. On the left is a navigation menu with four items: Profile, Banking, Payment Method (highlighted in blue), and Login Information. The main content area is titled "Profile / Payment Method" and contains a section for "Current Payment Method". This section features a table with the following data:

Plan Year	Account(s)	Primary	Alternate	
01/01/2016 - No end date	Health Savings Account	Benny Card	Check	<a href="#">Update</a>