How to Schedule One-time and Recurring Contributions

A step-by-step guide for employers.

FIFTH THIRD BANK

Your employees can choose to make HSA contributions as one-time events or as recurring contributions. From a financial standpoint, a one-time contribution is easier to control, which is why it is the recommended method. It reduces the risk of a contribution being made to an individual who is no longer employed or who no longer has a qualifying plan.

This step-by-step guide will show you how to easily schedule both kinds of contributions. It covers:

- Scheduling a one-time contribution
- Entering contribution information manually
- Using one-time contribution function with a template
- Submitting a file
- Setting up recurring contributions

Scheduling a one-time contribution (Recommended):

1. Log in to the Fifth Third HSA Employer Portal. Go to the **IMPORTS** tab. Select **Set Up Contributions**.
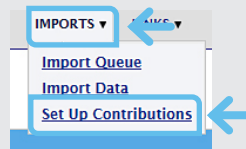
2. From the **Set Up Contributions** page, select the **Set Up New Schedule** link.
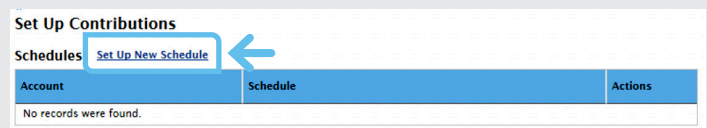
3. Next, select the **One-Time** radio button and select **HSA** from the drop-down menu. Input the **Effective Date**. (Funds will be available one business day after the Effective Date.) Then indicate whether you'll **Enter Manually** or **Import a File**.

Entering contribution information manually:

If you select the **Enter Manually**, a list containing all of your active employees will be presented. Type in contributions either as **Payroll Deduction** or **Employer Contribution**. To verify total Payroll and Employer contributions, select **Calculate Totals**.

To complete, hit **Save**. If there are any accounts without a contribution amount, a notification will appear. To correct, select **Review**, followed by **Continue**.

Enter contributions as either a Payroll Deduction or Employer Contribution.

Using one-time contribution function with a template:

1. After making the selects for a one-time contribution, select the **Import File** option. Then, select either **Download Template** or the **Auto-Populate Template**.

   Select either template.

2. After you've downloaded the template, **enter your contribution information**. Please note that the Auto-Populate Template will create a spreadsheet with active employee accounts listed by Social Security number. For Contribution Description, indicate either payroll or employer).

   Auto-Populate Template lists Social Security numbers for active employee accounts.

   Indicate either Payroll or Employer.

Submitting a file:

1. Once you've entered all the information, save your file, following the specified naming protocols. A best practice is to include the contribution date in the name of the file, so it's easy to locate.

Step 4:
Save a copy of the file:
Select File >> Save As
Add a File Name
Select to save the file as .xlsx, .xls, or .csv
Save the file to a location you can remember
Select Save

Note:
If you need to make edits after submitting a file, you should edit the master copy and when completed with your edits, re-save a new file.

To save your file, follow these instructions.

2. To upload your file, click **Browse**, select your file and click on **Import Data**.

* Upload File: ☐ Browse...

☐ Synchronize

Locate the file you saved in step 4, containing the data you wish to import.

Import Data | Cancel

3. If your file contains errors, a notification screen will pop up and a warning will appear for each incorrect record. Correct each record as indicated and resubmit your file.

Set Up Contributions

⚠ Your schedule contains one or more errors.

Error notification screen.

Would you like to set up a one-time contribution or recurring contribution?
◉ One-Time ○ Recurring

Select the plan year for which you would like to set up contributions:
[HSA ▾]

Effective Date: [2/6/2020] 📅
Funds will be available one business day after the scheduled date is selected.

Do you want to enter contributions manually or import a file?
○ Enter Manually ◉ Import a File
You can auto-populate the template with active employees and plans by checking the checkbox below. If you select the auto-populate option, the template will be downloaded in .xlsx format instead of .xls.
☐ Auto-Populate Template

Download Template

Do not enter a contribution date in the file.
[   ] Browse...
⚠ "Line 6 : " is an incorrect contribution type"

Each incorrect record will be listed.

4. Once a file has been successfully submitted, you will see a confirmation screen.

Set Up Contributions

✓ One-Time Schedule Created
You have successfully created your one-time contribution schedule.

Schedules Set Up New Schedule

Account	Schedule	Actions
Health Savings Account	One-Time Contribution Effective Date: 2/6/2020 Next Posting Date: 2/6/2020	Update Delete

❓ **Questions?**
Contact HSA Employer Support Center at (866) 379-3630.

Setting up recurring contributions (Not recommended):

To make recurring contributions, select the **Recurring** radio button and select **HSA** from the drop-down menu. Input the **Start Date**. Then, make **Frequency** selections.

From here, follow the steps for entering and submitting contribution information.

Note: It's best practice to indicate an **End Date**. When recurring contributions are set up without an End Date, contributions will continue to post based on the frequency input into the frequency section during setup.

Set Up Contributions

Would you like to set up a one-time contribution or recurring contribution?

○ One-Time ● Recurring

Select the plan year for which you would like to set up contributions:

HSA

Start On: 2/7/2020

Funds will be available one business day after the scheduled date is selected.

Frequency: ○ Monthly ● Weekly
Recur every 2 week(s) on:
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☑ Thursday ☐ Friday ☐ Saturday

End On: ○ No End Date ● End By 2/21/2020

Do you want to enter contributions manually or import a file?
○ Enter Manually ○ Import a File

Indicating an End Date is a best practice.

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