

The SelectAccount Online Group Service Center

Instant access to your account information

The Select Account Online Group Service Center is your one-stop-shop for managing your company's spending accounts. The Online Group Service Center gives you instant access to your account information and the ability to complete transactions online, which means less paperwork and a better use of your time and resources. Once registered, you can begin to experience the convenience and control it provides.

The Online Group Service Center

Here are a few things you can do online:

- Manage your group profile
- Choose your *WalletDoc* election
- View statistics on electronic claims and payments
- View and edit a full list of all active members
- View information about and manage the spending accounts your company offers
- Gain access to SelectAccount's library of educational resources and frequently asked questions
- Assign and manage contacts (people within your company who you authorize to access information about your accounts)
- Enroll new employees and help them manage their accounts
- Submit contributions
- Access SelectAccount's HSA toolkit
- Manage administrative fees

Custom reports

Run, print and download reports, including:

- Claim reimbursement invoices
- Participant Activity Reports (PAR)
- Administrative fee invoices
- HSA contribution reports
- HSA account number reports

How to register

1. Visit www.SelectAccount.com
2. Select "Sign In/Register" at the top of the screen, followed by "Employers".
3. Click on "register" near the bottom of the page and follow the on-screen prompts.

Common tasks explained

Need a quick tutorial? Use the step-by-step instructions below for help completing some common tasks in the Online Group Service Center:

Adding a contact:

1. Click the **Group** tab and navigate to the **Contacts** page.
2. Click on the **Add New Contact** button and enter the general profile information for the contact you wish to add.
3. After entering profile information, choose the new contact's permissions (including portal access type).
4. Agree to terms and click **Save**

Adding a member/account

1. Navigate to the **Member** tab and click the **Add New Member** button.
2. Fill out the new member's profile information and location (if applicable).
3. Add the account types elected by the member and complete all necessary fields.
4. Next, set up the member's optional features like direct deposit and debit card (optional features vary depending on account type).
5. Review all information entered and click **Submit**.

Terminating an account:

1. Navigate to the **Member** tab.
2. Search for and select the desired member.
3. Once the member is selected, click the **Account Information** tab.
4. Select the account type being terminated and click **Terminate Account**.
5. Enter the desired termination date and click **Save**.

Please note: if you wish to terminate multiple accounts under a single member, you must repeat the steps above for each account being terminated.

Help. When and where you need it.

If you have any questions about the Online Group Service Center or did not receive a group code or PIN, call the SelectAccount Client Advocate team at **(651) 662-2320** in the Twin Cities metro area or toll-free at **1-888-460-4013**.

