

If your company is enrolling through the E-sign portal, look for an email from EchoSign titled "Please Sign Your Health Savings Account Application" and follow the instructions.

If your company is enrolling through the online process, go online to [www.fcfcu.com/hsa](http://www.fcfcu.com/hsa) and select the "Open Online" link. Then, follow the instructions below.

**NOTICE:** If your computer uses Internet Explorer 11 you will need to change your Compatibility View to begin the online form;

- Go to [www.fcfcu.com/hsa](http://www.fcfcu.com/hsa)
- Click on Tools (upper right-hand corner of the browser)
- Click on Compatibility View Settings
- Make sure "fcfcu.com" is populated in the Add this website field and click Add

### **Determining eligibility**

You are eligible for membership at Financial Center because either you or your company's headquarters resides within our field of membership (Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Putnam and Shelby Counties) OR your company is an approved Employer Group. Please be aware of which way you qualify, as you will be required to verify eligibility on the application.

### **During the online process**

- Allow 10 – 15 minutes to complete
- Turn off pop-up blocker
- Avoid using the "Back" button
- Look for helpful tips on the right side of your computer screen
- After you have completed the application you may print copies of the documentation for your records
- Upon successful account opening, your account number will be included in the printed documentation and may be provided to your HR Department.
- Online banking login instructions and your account number will be mailed to you within 10 business days of account opening. Retain this information for future use.
- If additional information is necessary to complete your account opening, you will be contacted within two business days.

### **Direct transfer**

- You will need your current HSA custodian's address and the account number
- Complete and sign our HSA Contribution and Investment Selection Form (Form 2614H)
- Provide the completed and signed forms with a copy of your ID to your Human Resource Representative
- Direct transfers may take 3 - 6 weeks

If you encounter any difficulties opening your HSA online, please contact our Member Experience Team at 317.916.7705 or 800.473.2328 ext. 4135 or email at [MET@fcfcu.com](mailto:MET@fcfcu.com).

**Open your Financial Center HSA!**  
**317.916.7705    [www.fcfcu.com/hsa](http://www.fcfcu.com/hsa)**