Large Employer Group Spending Account Implementation Checklist

- ☐ Independence Spending Account Large Market Comprehensive Application
  - ☐ Ensure demographic information is completed.
  - ☐ Review spending account plan design for accuracy.
  - ☐ Sign.
  - ☐ Submit to Independence.
- ☐ Spending Account Agreement
  - ☐ Review.
  - ☐ Sign.
  - ☐ Submit to Independence.
  - ☐ Receive signed copy back from Independence.
- ☐ Employer Portal Access
  - ☐ Work with Broker and Independence to: submit an *Online Employer Portal Access Form* (OEPAF), including spending accounts for all appropriate individuals; modify or remove current Employer Portal access.
  - ☐ Submit.
  - ☐ Verify access (new users are notified; current users can check on-line).
- ☐ HSA Funding Bank Preparation
  - ☐ Review Independence *HSA Contribution and Reporting Guide*.
  - ☐ Determine contribution methods.
  - ☐ If appropriate, once notified by Independence, complete on-line banking setup for funding / prefunding bank account.
- ☐ HRA/FSA Pre-funding (if applicable)
  - ☐ Complete Independence *Pre-funding Authorization Form.*
  - ☐ Return to Independence Account Representative.
  - ☐ Ensure the funding bank is notified.
- ☐ Medical Plan Enrollment (determines HSA and HRA enrollment)
  - ☐ Ensure medical plan enrollments for new plan year are completed by approximately the 10th of month prior to the plan year.
  - ☐ Notify Independence when medical enrollments are complete. (Applies if making enrollment changes through the portal. Not needed for EDI).
- ☐ FSA/DCA Enrollment (if applicable)
  - ☐ Review Enrollment File Specifications.
  - ☐ Complete FSA/DCA enrollment file by the 10th of the month prior to the plan year.
  - ☐ Submit File. (Medical enrollment for new plan year must be complete prior to submission.)
- ☐ HSA Member-Level Account Funding
  - ☐ Monitor account openings through the Employer Portal using reporting.
  - ☐ Complete contributions through the Employer Portal (ACH direct is not through portal).