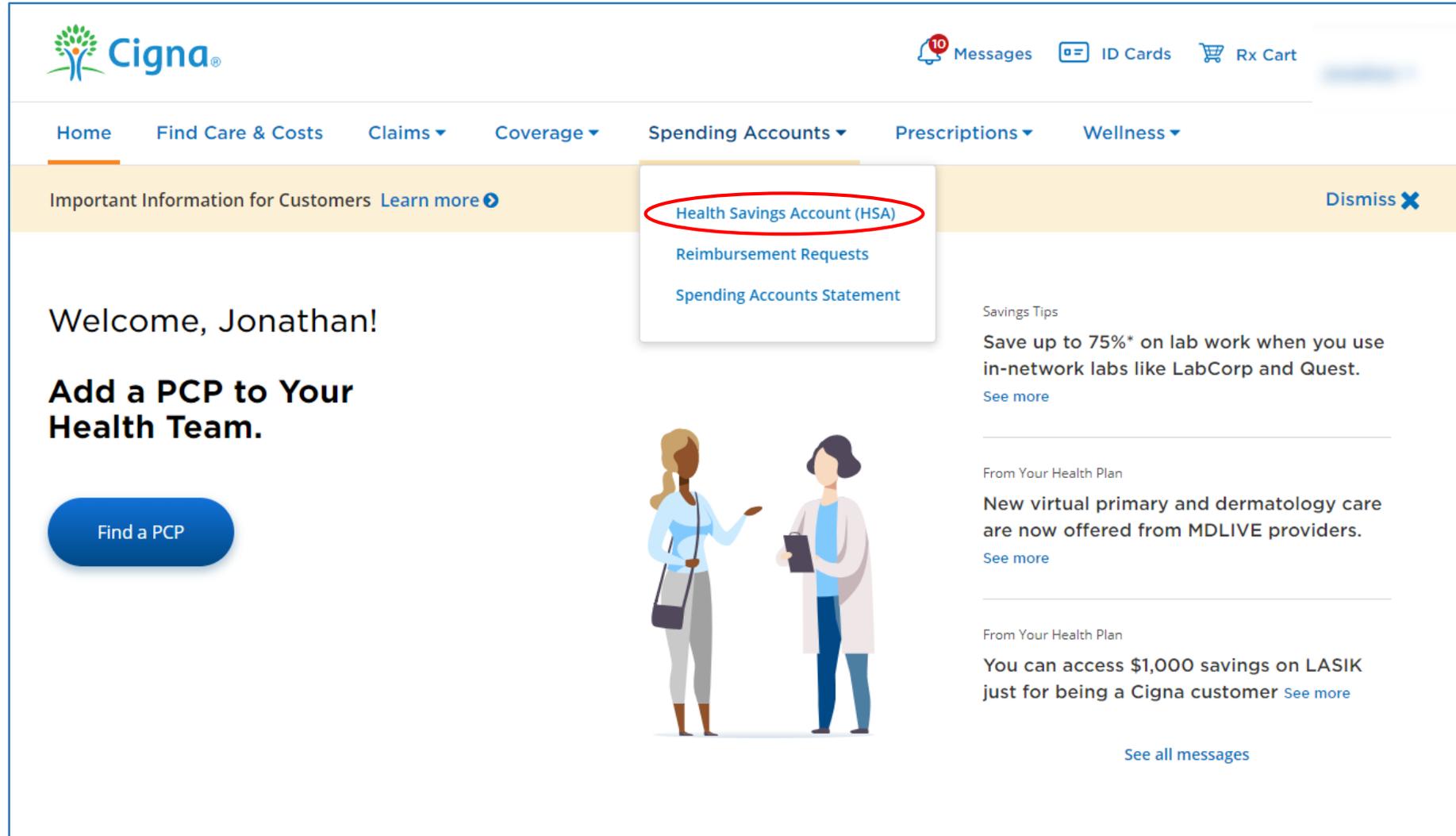


Submitting Payment/Reimbursement from your Cigna HSA

1. Log into your MyCigna account online.
2. Navigate to “**Spending Accounts**” and select your Health Savings Account.



The screenshot displays the Cigna MyCigna website interface. At the top left is the Cigna logo. On the top right, there are navigation links for Messages (with a notification badge), ID Cards, and Rx Cart. Below this is a main navigation bar with links for Home, Find Care & Costs, Claims, Coverage, Spending Accounts, Prescriptions, and Wellness. A dropdown menu is open under 'Spending Accounts', showing three options: 'Health Savings Account (HSA)', 'Reimbursement Requests', and 'Spending Accounts Statement'. The 'Health Savings Account (HSA)' option is circled in red. Below the navigation bar, there is a yellow banner with the text 'Important Information for Customers' and a 'Learn more' link. The main content area features a welcome message 'Welcome, Jonathan!' and a call to action 'Add a PCP to Your Health Team.' with a 'Find a PCP' button. To the right, there are three promotional cards: 'Savings Tips' (Save up to 75%* on lab work), 'From Your Health Plan' (New virtual primary and dermatology care), and another 'From Your Health Plan' (You can access \$1,000 savings on LASIK). An illustration of a doctor and a patient is positioned in the center. At the bottom right, there is a 'See all messages' link.

3. Here you will see an overview of your HSA transactions.

4. To access your HSA balance, click on the **“View all transactions and manager your HSA”** link. This will take you to the HSA Bank (owned and operated by Cigna) website, specifically, to your account.

Cigna Messages ID Cards Rx Cart

Home Find Care & Costs Claims Coverage Spending Accounts Prescriptions Wellness

Balances & Account Transactions

Health Savings Account (HSA)

Your HSA will pay claims for health care expenses. Due to the passage of the CARES Act, starting January 1, 2020 the following items are eligible:

- Menstrual care/feminine hygiene products are now reimbursable.
- Over-the-counter drugs no longer require a prescription to be reimbursed.

See [how your account works](#).

Balances reflect: 1. Transactions that have posted to your account as of Jan 18, 2022, and 2. Any pending payments/withdrawals. (Pending deposits are not reflected).

Cash Balance	Investment Balance	Total HSA Balance
\$38.48	+ \$0.00	= \$38.48

Posted Transactions

[View all transactions and manage your HSA](#)

View All Transactions Within Year to Date Sorted by Posted Date **APPLY**

HSA Transactions

Download Transactions Customize My View

Posted Date	Description	Deposits	Withdrawals	Running Balance
JAN 12 2022	Contribution on 2022-01-12	+\$28.85		\$38.48
JAN 12 2022	Contribution on 2022-01-12	+\$9.62		\$9.63
JAN 01 2022	Contribution on 2022-01-01	+\$0.01		\$0.01

NEED HELP

- For help finding something on the site please call 1-800-853-2713
- For help with plan and coverage information please call 1-800-244-6224
- Note:** For TTY/TDD service for hard of hearing and deaf callers, call 711 for Telecommunications Relay Service.

[VIEW MORE](#)

RELATED LINKS

- Request or Cancel HSA Debit Cards
- HSA Calculator
- Print or Request ID Cards

5. You will then be presented with your HSA account page.
6. To see a detailed list of your transactions, you can click on the “**Cash Account**” link.
7. To submit an HSA payment to a provider or to reimburse yourself from an eligible expense you have already paid for, click the “**Pay Bill/Contribute**” button.
8. You can also accomplish this by clicking the “**Manage My Expenses**” button

The screenshot displays the Cigna website interface. At the top left is the Cigna logo. A dark blue navigation bar contains the links: Home, Accounts, Resources, and Message Center. Below this is a green promotional banner with the text "Did you know ... you can invest your HSA dollars?" and a "» LEARN MORE" button. The main content area is titled "Accounts" and features a "HEALTH SAVINGS ACCOUNT" section. Within this section, a "Cash Account" link is circled in red. To the right of this link, the text "AVAILABLE" and "\$38.48" is visible. Below the account section is a "I Want To:" section containing three buttons: "Pay Bill / Contribute", "Manage Investments", and "Manage My Expenses". The "Pay Bill / Contribute" and "Manage My Expenses" buttons are circled in red. At the bottom of the page, a "Quick Links" section is partially visible.

From this page, you can create your transaction to reimburse yourself or someone else.

9. Select **“My HSA”** from the available selections.
10. Then you can choose yourself, which will generate a manual check to be mailed to your address on file.
11. If you would like to be reimbursed via direct deposit, you will need to add your banking details by clicking the **“Add Bank Account”** link.
12. When you are ready, click Next.



Home Accounts Resources Message Center

Accounts / Pay Bill / Contribute

Balance Detail ⓘ

CASH ACCOUNT	
Actual Balance	\$38.48
Pending Withdrawals	\$0.00
Available Balance	\$38.48

Create Transaction * Required

From * My HSA

To *
Select an account...
Select an account...
Me (Check)
Someone Else

[Add Bank Account](#)

Cancel Next



Next, you can schedule this transaction as a one-time payment or a recurring scheduled payment.

Once you have confirmed, click Next.

Home Accounts Resources Message Center

Accounts / Pay Bill / Contribute

Balance Detail ⓘ

CASH ACCOUNT	
Actual Balance	\$38.48
Pending Withdrawals	\$0.00
Available Balance	\$38.48

Transaction Schedule

Frequency * ⓘ One-time Schedule

Summary

From My HSA

To Me (Check)

Cancel Previous Next

Before submitting your payment/reimbursement, you will need to clarify details about the transaction your are submitting. Fill out all of the required information from the fields displayed.

- Amount
- Expense
- Recipient/Patient
- Notes

When you are done, click Next.

Home Accounts Resources Message Center

Accounts / Pay Bill / Contribute

Balance Detail ⓘ

CASH ACCOUNT	
Actual Balance	\$38.48
Pending Withdrawals	\$0.00
Available Balance	\$38.48

Transaction Details ⓘ * Required

Tax Description ⓘ Normal Distribution

Amount * \$

Expense ⓘ

- Select an expense category...
- Ancillary Insurance Premium
- Chiropractic
- Dental
- Dental Insurance Premium
- Healthcare Premium
- Laboratory
- Medical

Recipient/Patient ⓘ

Notes

Summary

From My HSA

To Me (Check)

Schedule One-time

Cancel Previous Next

Before submitting your finalized transaction, review all details, check the acknowledgement box, and then click Submit.

You also have options to Save for Later or to Add Another transaction to this submission (if you have multiple transactions to submit payment/reimbursement for).

Accounts / Transaction Summary

Balance Detail

TOTAL AVAILABLE BALANCE \$18.48 **

Cash Account

Investment Account

Actual Balance	\$38.48
Pending Withdrawals	(\$20.00) **
Available Balance	\$18.48 **

** Balance reflects distributions not yet submitted

Transaction Summary (1)

FROM	TO	EXPENSE	AMOUNT
+ My HSA	Me (Check)	Dental	\$20.00 Remove
Total Amount			\$20.00

Normal Distribution Disclaimer

I certify I am the HSA account holder, beneficiary or other individual authorized to execute this distribution request. I am claiming reimbursement only for eligible expenses incurred during the applicable coverage period for myself and/or my legal dependent(s) under the plan. These expenses have not previously been reimbursed or will not be reimbursed under any other benefit plan, and will not be claimed as an income tax deduction. I certify that I am responsible for any consequences resulting from this distribution. I understand that my designated representative or custodian/trustee cannot provide legal advice. I indemnify and agree to hold the custodian/trustee and their designated representative harmless against any liabilities.

I confirm that the financial transaction I am about to initiate is for domestic purposes only and will not be sent internationally.

I have read, understand, and agree to the information and terms above.

Cancel

Save for Later

Add Another

Submit