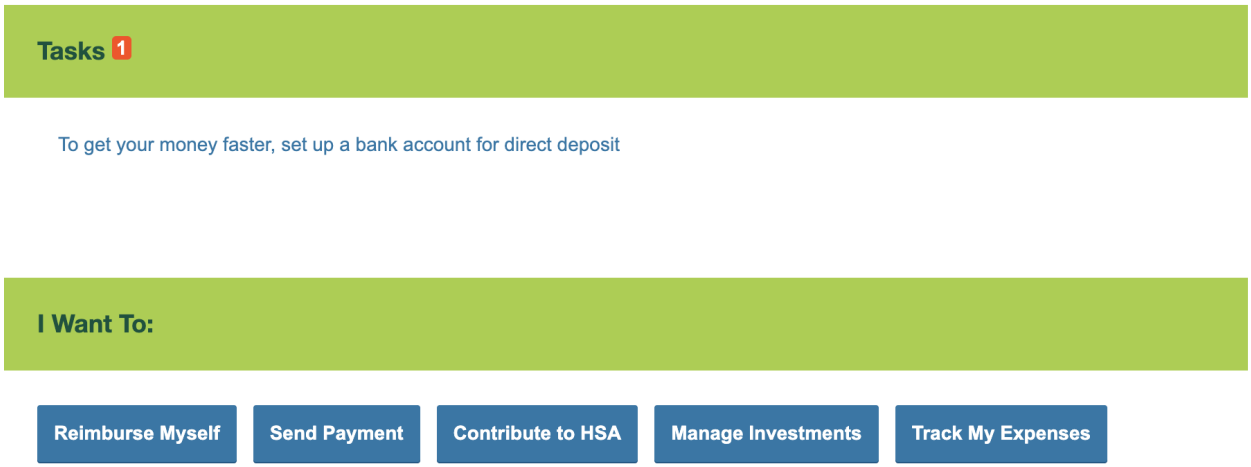
Submitting An HSA Reimbursement Request

DIDN'T HAVE YOUR HSA DEBIT CARD? NOT A PROBLEM.

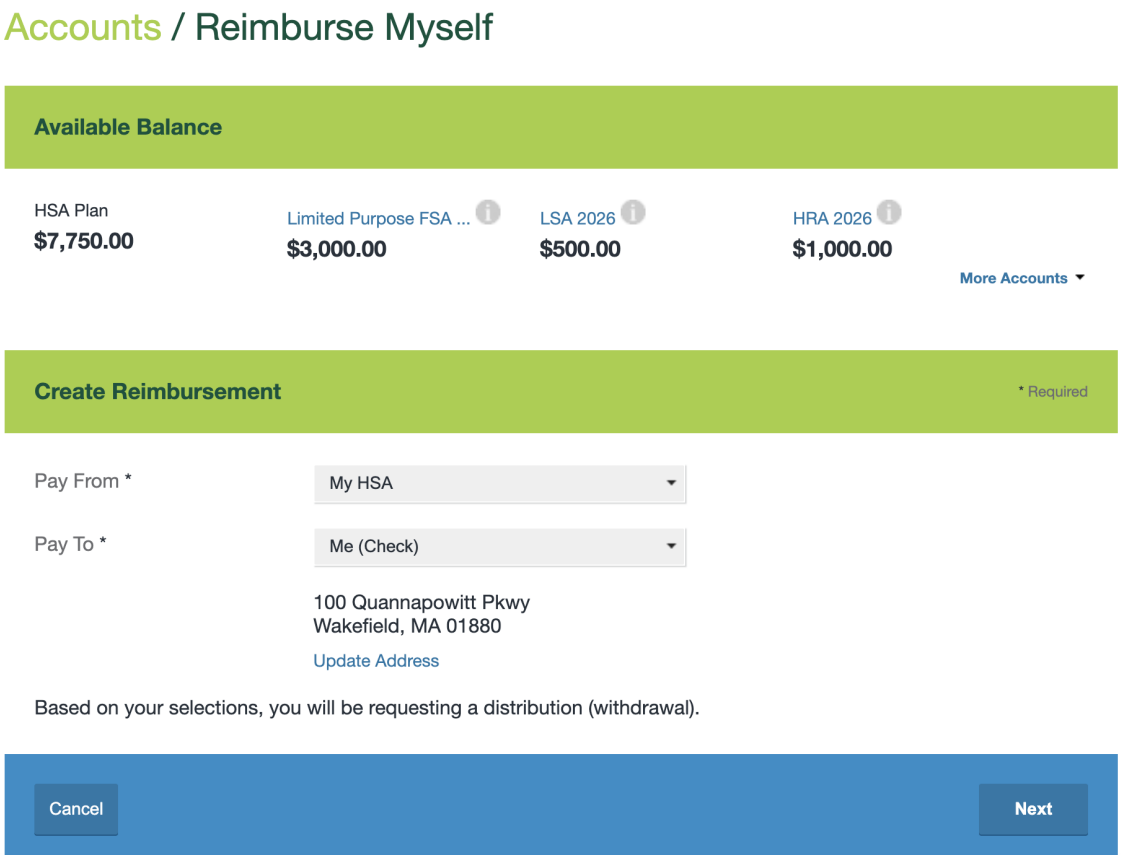
Submit your reimbursement request online. It is quick and easy!

1. Log In Here to access your online account and select **Reimburse Myself** from the I Want To menu on your home page.

*If you would like to Pay a Provider directly choose **Send Payment.**



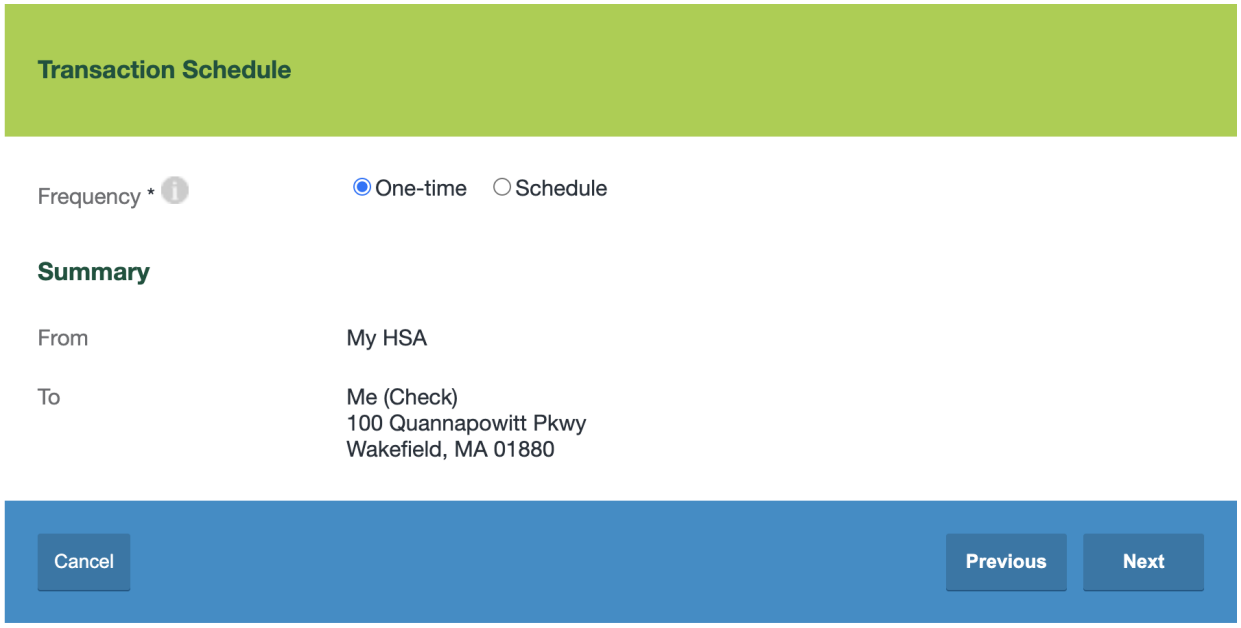
2. Confirm where the funds will be coming from (My HSA for reimbursement) and how you want them dispersed. You may select to have the funds issued via direct deposit to your bank, to you by check or pay directly to your provider.



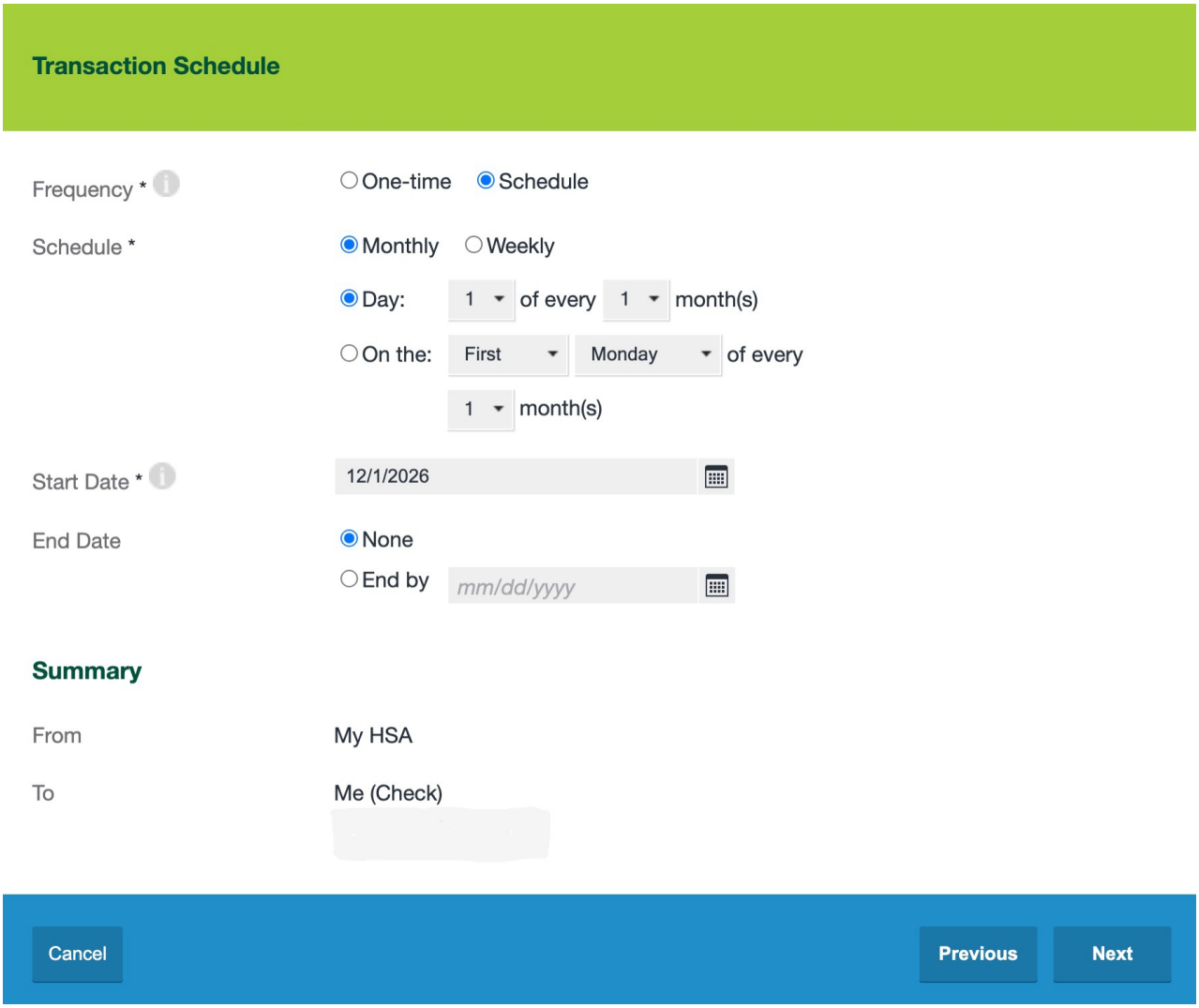
sentinelgroup

3. Select if the payment is a **one-time payment** or **schedule a recurring payment** if you have a regular expense due. You may schedule recurring payments to happen weekly or monthly.

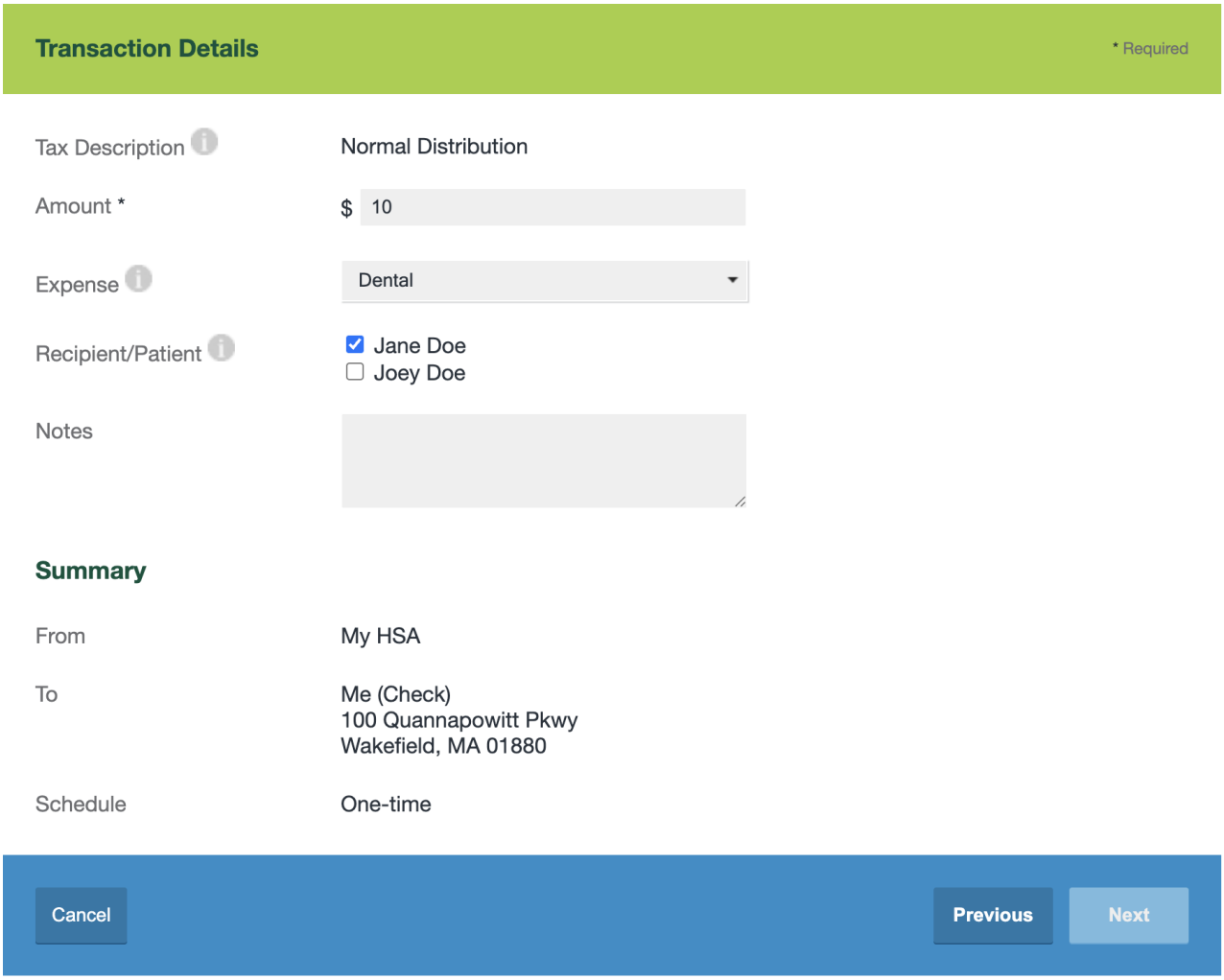
One-time example:



Schedule example:

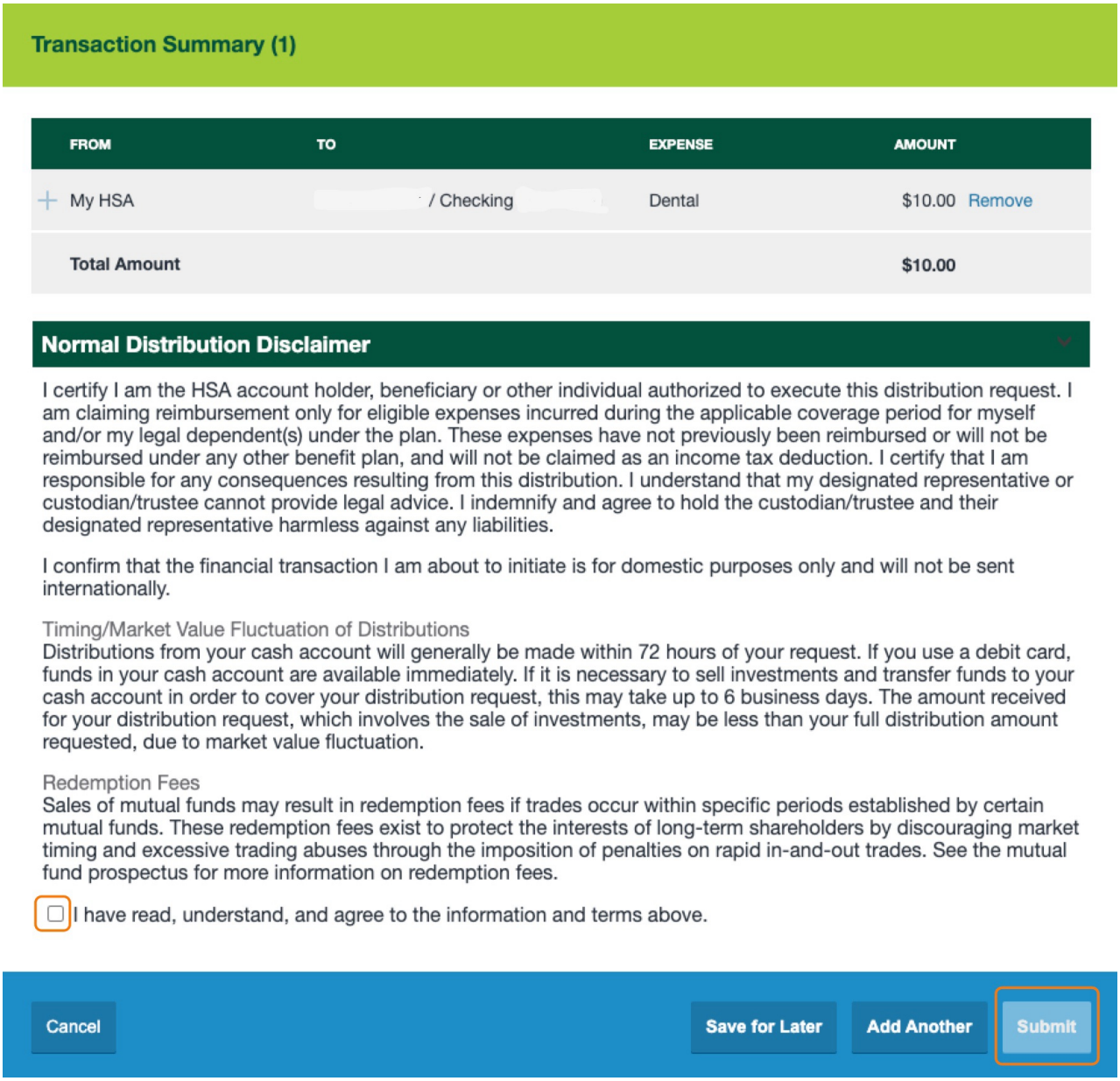


4. Enter the payment amount. You may also select an expense type and add notes to the transaction. The expense type and notes are not required but can be used to help you track your expenses and payments. They are for your record only and details are not included with the actual payment.

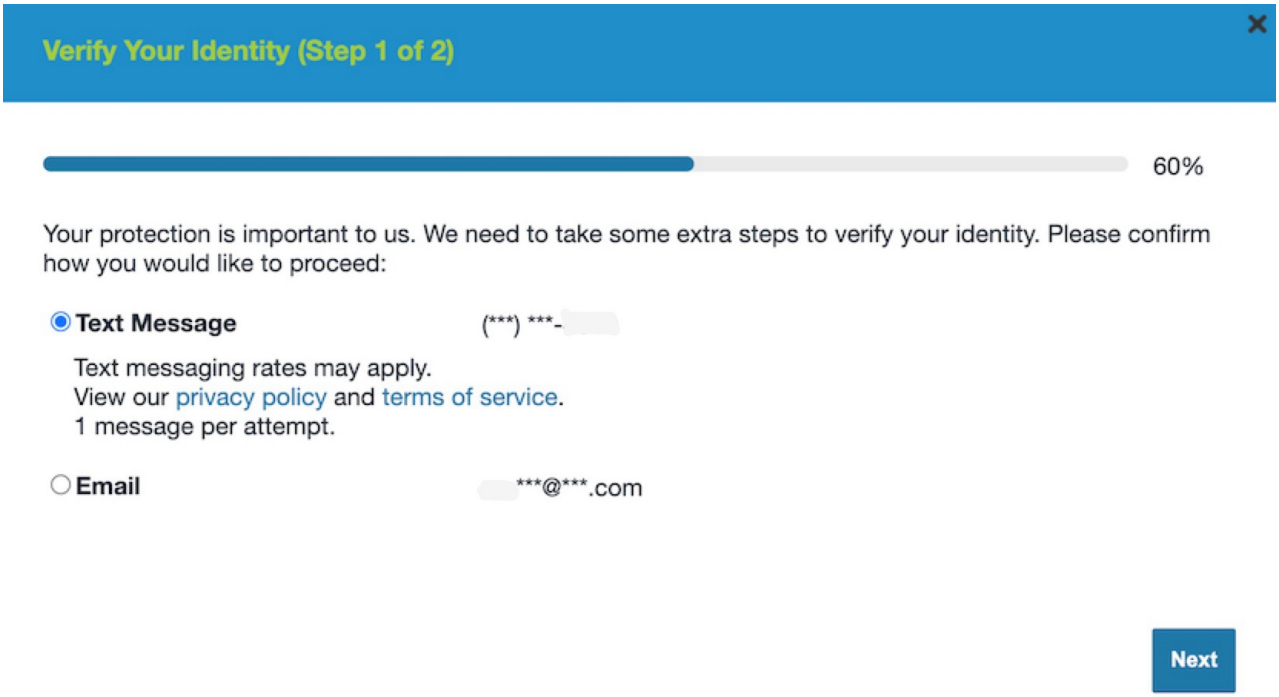


5. Click Next to review your transaction summary. Please note, the request is not yet submitted.

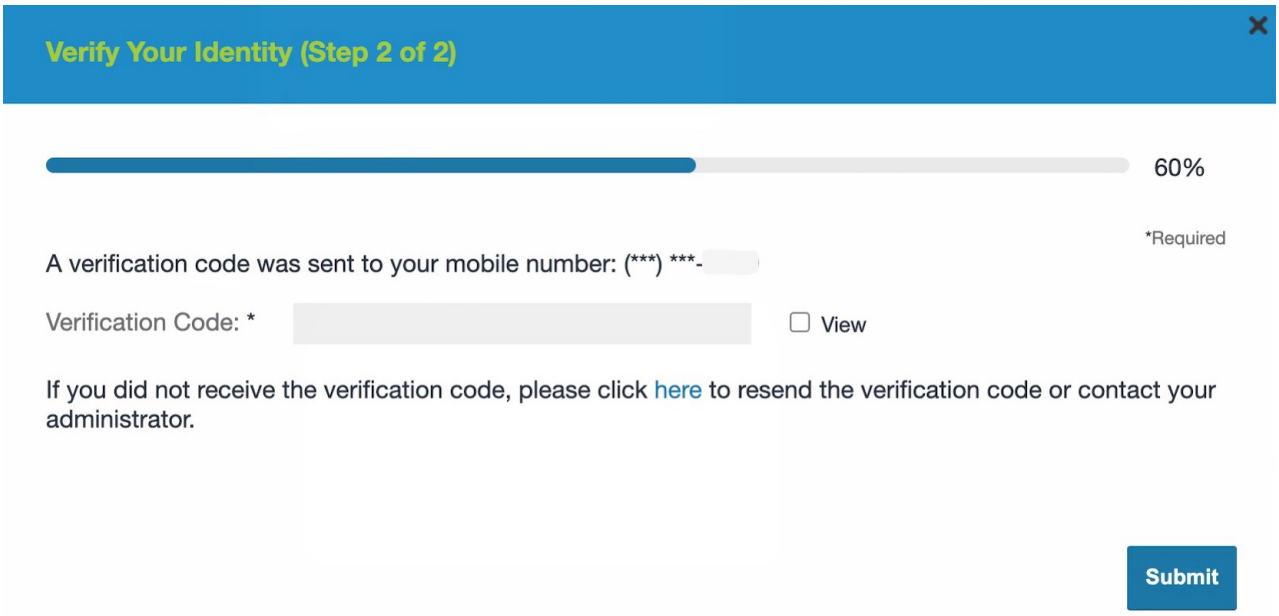
You will review the transaction summary, indicate that you have read and agreed to the terms and then press **Submit**.



6. You may be prompted to complete multifactor authentication by entering a PIN sent to a registered device. Choose your delivery method and press **Next**. If you only have one contact on file, you will only be presented with that contact option.



Enter the verification code and the press **Submit**.



7. You will receive a transaction confirmation of your successful submission.

Accounts / Transaction Confirmation

Balance Detail

TOTAL AVAILABLE BALANCE $2,195.77

Cash Account		Investment Account	
Actual Balance	$1,943.40	Pending Cash To Investments	$0.00
Pending Withdrawals	($10.00)	Fair Market Value *Current as of 9/2/2026	$262.37
Available Balance	$1,933.40		

Confirmation

Print Confirmation

Successfully Submitted

FROM	TO	AMOUNT
My HSA	/ Checking (xxxx)	$10.00

HSA reimbursement requests received by Wednesday at 5pm EST* will be reimbursed on Friday.

*Please note that during holiday weeks or on other dates at Sentinel's discretion, the deadline may be earlier.

- **Direct deposit:** Please allow a few business days for the payment to post to your bank account.
- **Check:** Please allow **7–10 business days** for the check to arrive. Expedited check delivery is not currently available.