

Your Health Spending Account

Your Health Spending Account (HSA) provides you with additional choice for managing your health related expenses.

- Your HSA works like a bank account. Red Deer Public Schools deposits credits for every eligible employee that is actively at work on the 1st day of each month.
- The HSA year runs the same as the school year – September 1st to August 31st, and only expenses incurred in that time period are eligible to be submitted for your HSA.
- Unused portions of your credits can be carried forward a maximum of one year and then are lost.
- Partial Payment: If you submit an expense that exceeds the total amount of credits available in your HSA, ASEBP will issue a partial payment at the end of each payment cycle up to the amount of credits available. Any unpaid portion of the expense will carry forward to the next payment cycle.
 - Note: If the expense amount exceeds the amount of credits remaining at the end of the HSA year, the remaining expense amount will not be paid. **Unused expenses do not carry forward to subsequent years.**

HSA Deadlines

<u>Quarter</u>	<u>Expense Submission Deadline</u>	<u>Payment Date (approx)</u>
1st Quarter	November 30	December 30
2nd Quarter	February 28	March 30
3rd Quarter	May 31	June 30
4th Quarter	August 31	September 30
Run-off Period	October 30	November 29

Before you Submit

Check the eligibility of the expense

Expenses are eligible if Canada Revenue Agency allows you to claim them as a medical expense.

Check your ASEBP benefit coverage

If your expense is eligible for coverage through Extended Health, Dental, or Vision Care, claim that expense through the appropriate benefit plan **before** you submit it to your HSA.

Check any other coverage available to you

If you are covered as a dependent under your spouse's or another plan, you may qualify to submit any remaining amounts from Step 1 as a claim under that second plan.

Check the date of the expense

Only expenses incurred with a service date in your current HSA year can be submitted for reimbursement.

Remember to keep your receipts!

ASEBP or Canada Revenue Agency may request them for up to **7 years** after you were reimbursed for the expense.

Submitting HSA Expenses

Sign up for an Account on MyASEBP

1. Open a web browser and go to <http://asebp.ab.ca/myasebp> , click **Register**.
2. Sign up for an account providing the information required. All the information you need is found on your ASEBP card.
3. Confirm your email address by clicking on the link in the email sent to you from ASEBP. Your account is now live and you can enter your expenses.

Enter your banking information

Before submitting expenses to your HSA, ASEBP requires your banking information so they are able to direct deposit your reimbursements. They will not issue cheques for HSA reimbursements.

Submit your banking information via Mt ASEBP by clicking on Profile → Manage Banking Details.

How to enter new HSA Expenses

1. Log in to MyASEBP using the information you used when you registered.
2. Click on the **HSA tab on the blue bar** to go to your HSA activity.
3. Your options for HSA are in the blue box to the left, click on **Submit HSA Expenses**, read the guidelines and click **I Understand** to continue.
4. Enter your expense by choosing a category from the drop-down box, entering the service date, patient name, amount and details.

Add HSA Expense

Complete the fields below to enter an HSA expense.

If you only have one expense to enter, click "Complete" when you are finished. You will then be taken to a page where you can review and edit your expenses before submitting them.

If you have more than one HSA expense to enter, click "Add Another" after you complete all of the fields—you can do this until you have completed entering all of your expenses, then click "Complete".

Expense Category:

Service Date:

Patient Name:

Amount:

Expense Details:

e.g. "Massage Therapy"

CANCEL **ADD ANOTHER** **COMPLETE**

5. If you have more than one expense, click **Add Another** and then click **Complete** when you are finished.
6. Review the information you have submitted then click **Submit**. Read and **Accept** the warning on the next page and click **Accept**.
7. **Congratulations!** You have now submitted your HSA expenses and they will be reimbursed on the next Direct Deposit date. You will receive an email stating that activity has happened on your HSA.