**Recipients:** Top of stack health election is HDHP but haven’t enrolled in HSA for following year (regardless of OE status)

**Query:** OE\_2024\_EM\_HDHP\_NO\_HSA

**Target Send Date:** 10/13, 10/18 via Employee Messaging

**Email Subject:** Must Enroll in Health Savings Account (HSA) for 2024

**Text:**

You are receiving this email because our records indicate that you will be enrolled in a High Deductible Health Plan (HDHP) next year but have not made a Health Savings Account (HSA) election for 2024.

You must re-enroll in a Health Savings Account on an annual basis - even if you do not intend to contribute to the account yourself.

**How to Enroll in Your HSA for 2024** (see the [eBenefits Quick Guide](https://dpm.wi.gov/Documents/Central%20Benefits/OE_eBN_guide.pdf) for full details)

1. Log into [STAR](https://ess.wi.gov/) and click on the **Open Enrollment Tile** in Employee Self Service
2. Click the **Select** button on the Benefits Enrollment page to start the election process
3. Once you log in, click on the **Edit** button next to Health Savings Account and click on the radio button next to the name of the HSA associated with your health plan. **DO NOT enter Waive as your election.**
4. Enter your annual employee contribution at the bottom of the page and submit your election with all other 2024 benefit elections. **If you do not want to contribute anything yourself, enter an annual election of $0.**
5. Validate your enrollment the following day on your confirmation statement.

All Open Enrollment elections must be submitted by October 20, 2023 (eBenefits will close at 11:59pm on October 20th).

See the [2024 HSA Program website](https://etf.wi.gov/its-your-choice/2024/state-employee-and-retiree-health-plan-supplemental-benefits/pre-tax-savings-accounts/health-savings-accounts-hsas) for plan details.

**Note:** *Once you make your HSA election 2024, you will no longer receive reminder emails.*