Need additional help? No worries, we’re here to help. Call HealthPartners Member Services at **952-883-7000** or **866-443-9352**, Monday through Friday from 7 a.m. to 7 p.m. CT.

## 1. Collect the data

There are two options for data collection:

* **Option 1:** Tie the CDHP direct deposit decision to your employee’s payroll decision. If the employee has direct deposit for payroll, they will have it for CDHP also. The employer is the source for all data and changes.
* **Option 2:** Require enrollment with bank data at Open Enrollment and ongoing.

Option 1 is recommended for ease and automation of the process.

## 2. Send the data to HealthPartners

There are three options to complete this:

* **Option 1:** Electronic options –
  + Include the data on the FSA open enrollment spreadsheet
  + Send data via FTP file
  + Send data on a separate report or spreadsheet\*
* **Option 2:** Allow employees to enroll online
* **Option 3:** Collect paper forms and submit as a group.
* \*if you choose this option, HealthPartners will reach out to remind you to submit this information.

## 3. Sign up for a *my*HealthPartners account

Once you have completed steps 1 and 2, you can let your employees know to register online. Those that register will be automatically enrolled in paperless communication. Log on at **healthpartners.com**. Or download the **myHP mobile app**.

## 4. Enjoy the benefits

With paperless administration, you and your members enjoy access to information from anywhere you can access the internet. This option is also eco-friendly, convenient and can help in lowering administrative costs.

Paperless Administration

**Getting started**

Let’s begin the process! Once you are set up, you will be able to access your communications, and allow your employees to get registered as well.