Adding or Updating HRA Enrollments

As employees join your organization and experience qualifying life events, you may need to enroll new participants or update coverage levels through the online Employer Portal.

Creating a new employee profile and enrollment:

- Log into the Employer Portal. (Click here for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, click the + New Employee button.
- Enter the Personal and Employment Information and click Add Employee.
- In the Confirmation section click the + New Enrollment button.
- Follow the prompts to enter enrollment details and click the Submit button at the end of Step 4.

Adding an enrollment to an existing employee profile:

- Log into the Employer Portal. (Click here for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, locate the employee from the list or search for the employee by name.
- From the employee profile select the Enrollments tab and click the + New Enrollment button.
- Follow the prompts to enter enrollment details and click the Submit button at the end of Step 4.

Updating an existing enrollment:

An existing enrollment may only be updated through the Employer Portal to capture a mid-year election change resulting from a qualifying event. If a correction is needed for an existing enrollment date or election amount, please contact your account manager.

- Log into the Employer Portal. (Click here for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, locate the employee from the list or search for the employee by name.
- Select the Enrollments tab and click on the enrollment you wish to update.
- Click the Edit Enrollment button.
- Enter the effective date and new election amount, and click the Add button.

View the guide below to learn more about adding or updating enrollments.