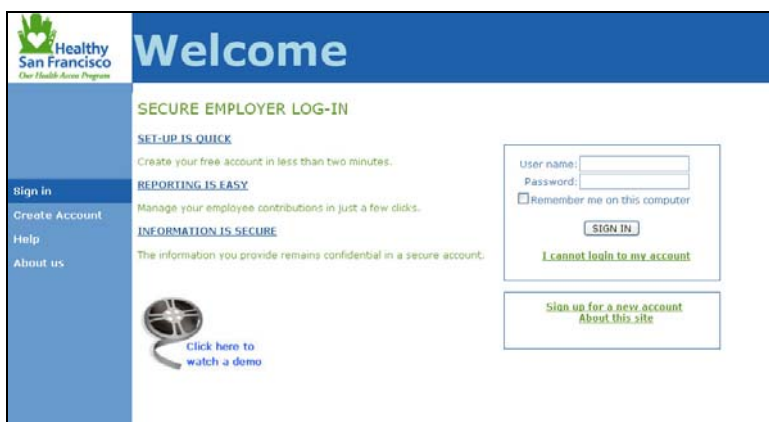




Fast Facts for Employers

Registering for the City Option

San Francisco employers electing to satisfy the HCSO requirement may deposit funds into the City Option on behalf of employees by visiting the Employer Login at <http://employerportal.healthysanfrancisco.org> and following the simple online instructions.



The Employer Login at employerportal.healthysanfrancisco.org

1. **Create a City Option Employer Account**, providing employer information that include Tax ID Number and primary contact information.
2. **Complete an Employee Roster**, providing information on each employee being enrolled in the City Option. Required information will include Employee Name, Social Security Number, Date of Birth, and the amount being deposited on behalf of each employee.

3. **Note the Roster ID Number** that is automatically assigned, and list it clearly on the check you will submit for payment.
4. **Make your payment.** Mail your check to the *Healthy San Francisco* Employer Payment Center or make immediate, secure online payments for roster submissions by Electronic Fund Transfer available through the ESR Portal.

Depending on their eligibility, employees will receive notification in 2-4 weeks that either confirms their approval to apply for *Healthy San Francisco*, or instructions on how to use their Medical Reimbursement Account.

For more information, please visit www.healthysanfrancisco.org