

Employees may start, stop, increase or decrease their contributions to the Health Savings Account at any time while enrolled in the High Deductible Health Plan. Contribution change requests will go into effect within two pays of the request date.

### Step 1: Initiate Benefit Change

1. Select the **Benefits** worklet on your home screen.
2. In the Change section, click **Benefits**.
3. Select **HSA Contribution Change** under Benefit Event Type.
4. Select either the current date or the date you want the contribution change to take effect, if the desired change date is in the future.
5. Click **Submit**.



Note: You can open the next step by either clicking **Open** on the “Up Next” screen, or you can access it from your inbox.

### Step 2: Change Contribution Rate

6. Step 1 of 3: Review current health plan elections. Click **Continue**.



Note: This page is only for reference. You cannot make changes to your health insurance plans mid-year unless you experience a qualifying life event.

7. Step 2 of 3: Update your HSA contribution by either changing the total year or per paycheck amount (changing one will automatically update the other). Click **Continue**.
8. Step 3 of 3: Review elections. Click **Continue**.



Note: To adjust your HSA change request, click the **Go Back** button to access the previous page.

9. Click **Submit**. Click **Print** or **Done** to complete the process.