

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 and Pay** application on your home screen.
2. Under the Tasks and Reports section, click on **Change 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/My Tasks or access via the Benefits and Pay application in the Needs Attention section.

Step 2: Change Contribution Rate

6. Step 1 of 3: Review current health plan elections. Click **Confirm and 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 **Confirm and Continue**.
8. Step 3 of 3: Review elections. Click **Review and Sign**.



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

9. Click **Submit**. Click on **View...Benefits Statement** and Click **Print** or **Done** to complete the process.