

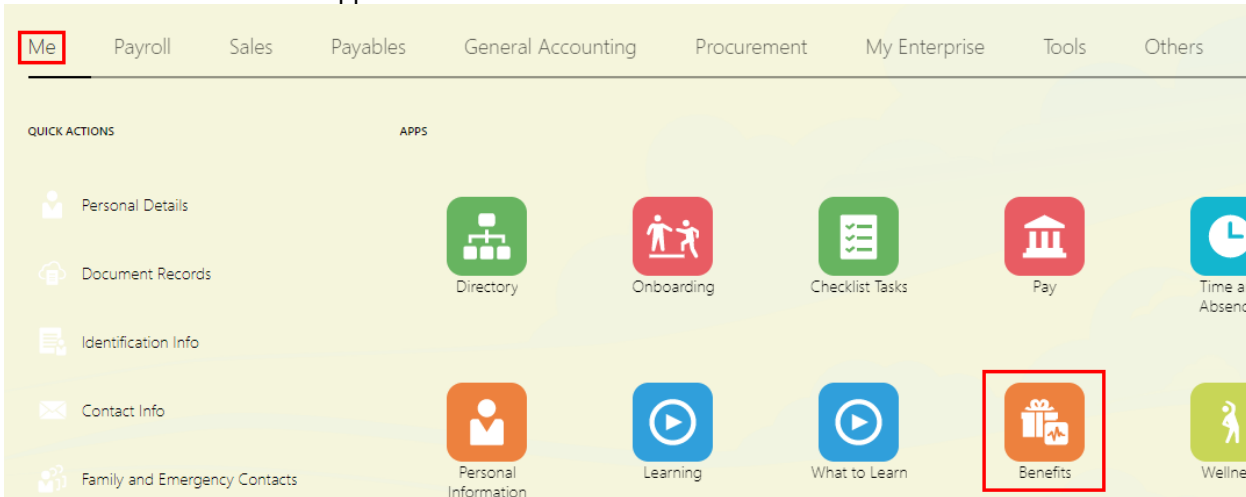
Change HSA Contribution

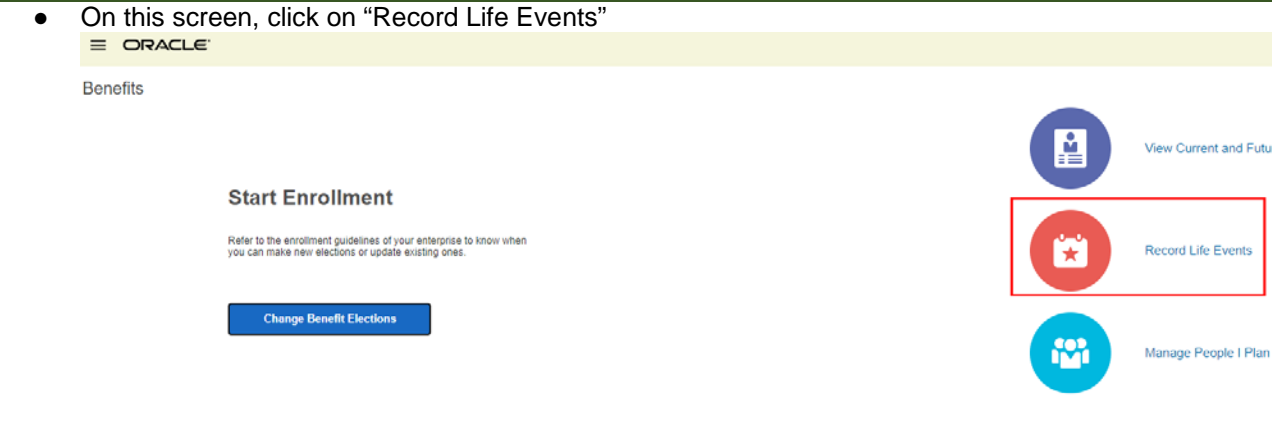
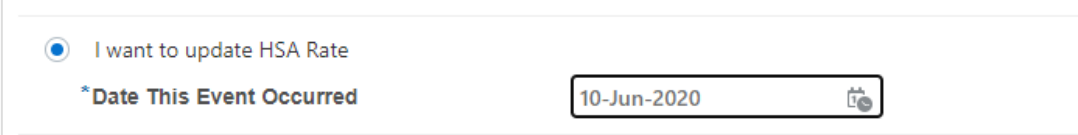
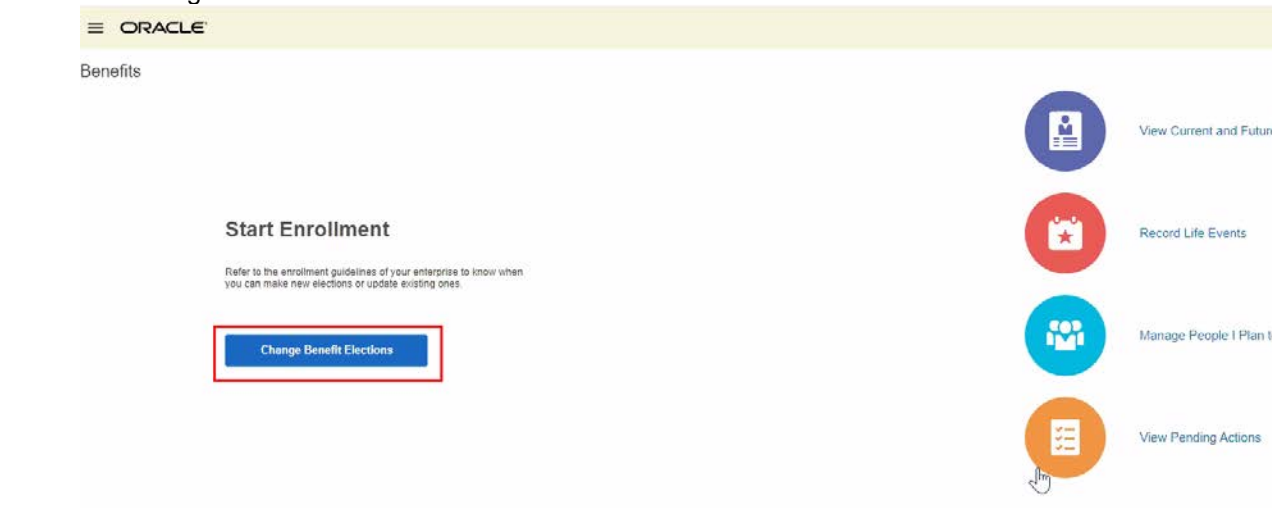
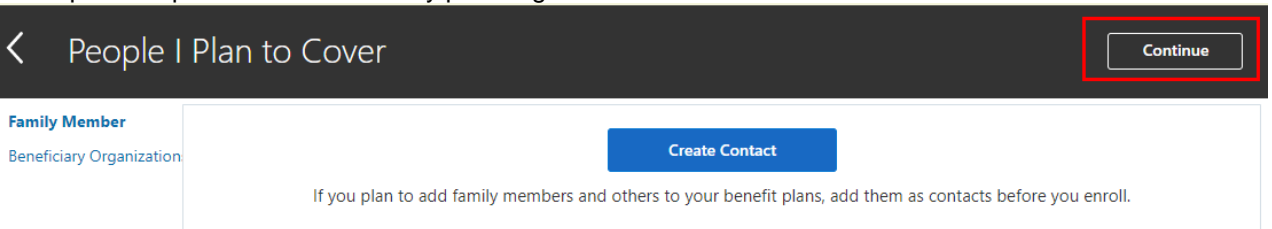
This reference guide provides steps on how to change your HSA contributions. Most benefits can only be changed during an open enrollment period or when you have a “life event”.

Audience: HSA contributors

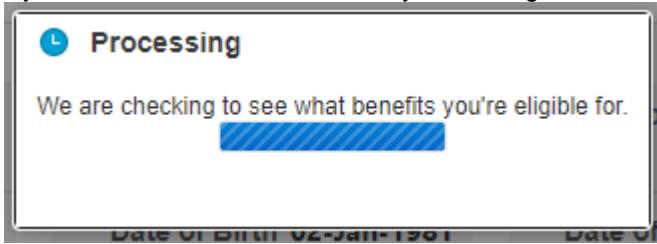
Walkthroughs

- 1.0 Navigation Path
- 2.0 Record a Life Event
- 3.0 Change Benefit Election
- 4.0 Review your Benefit Elections

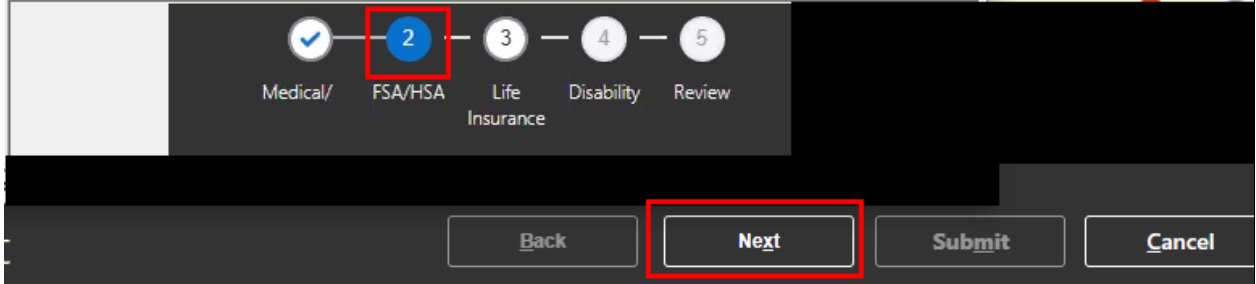
Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Benefits > Change Benefit Elections <p>From the home screen:</p> <ul style="list-style-type: none"> • Click on “Me” to see all Employee Self-Service applications. • Click on the “Benefits” Application.  <p>The screenshot shows a navigation menu with 'Me', 'Payroll', 'Sales', 'Payables', 'General Accounting', 'Procurement', 'My Enterprise', 'Tools', and 'Others'. Below the menu are two sections: 'QUICK ACTIONS' and 'APPS'. The 'Me' tab is highlighted with a red box. In the 'APPS' section, the 'Benefits' icon (a gift box with a heart) is highlighted with a red box.</p>

<p>2.0 Record a Life Event</p>	<ul style="list-style-type: none"> On this screen, click on “Record Life Events” 
	<ul style="list-style-type: none"> Scroll down the list and select “I want to update HSA Rate”. Enter today's date.  <ul style="list-style-type: none"> Select “Save and Close”. Wait approximately 10 minutes
<p>3.0 Change Benefit Election</p>	<p>Now you are ready to change your benefit</p> <ul style="list-style-type: none"> Select “Change Benefit Election”  <ul style="list-style-type: none"> Skip the step to Create Contact by pressing “Continue” 

- System will check which Benefits you are eligible for



- Click on the numbered "button" or "Next" to navigate to HSA



- Enter the new amount and press "Submit". Once you press Submit, HCM will check your data.

4.0 Review your Benefits

Review your Benefits

- Select "View Current and Future Benefits".

