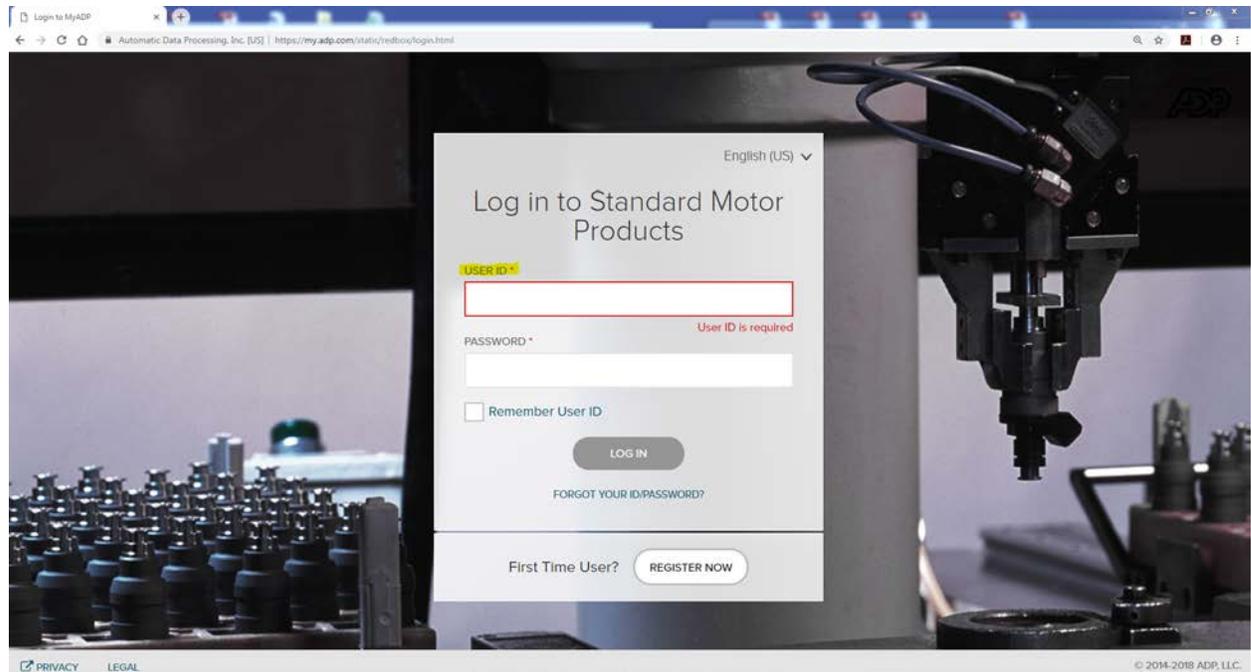1. Login to the Benefits Portal at my.adp.com, similar to what you do to make your Open Enrollment elections or to view your paystub.
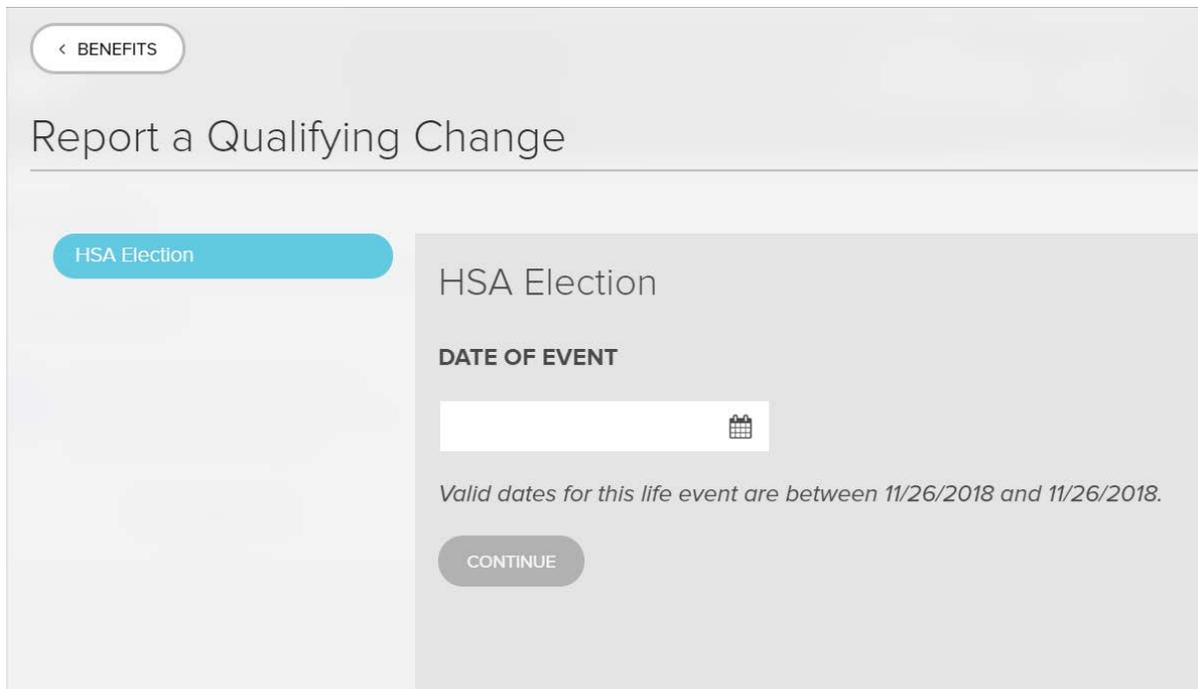
*If you are unable to login to the Portal, please contact Mike Stevens or Sue Hong for access.*

2. Once the portal has opened, go to the "Benefits" tab on the left hand side and, select "Report a Qualifying Change" from the tile options and click on "Declare an Event".
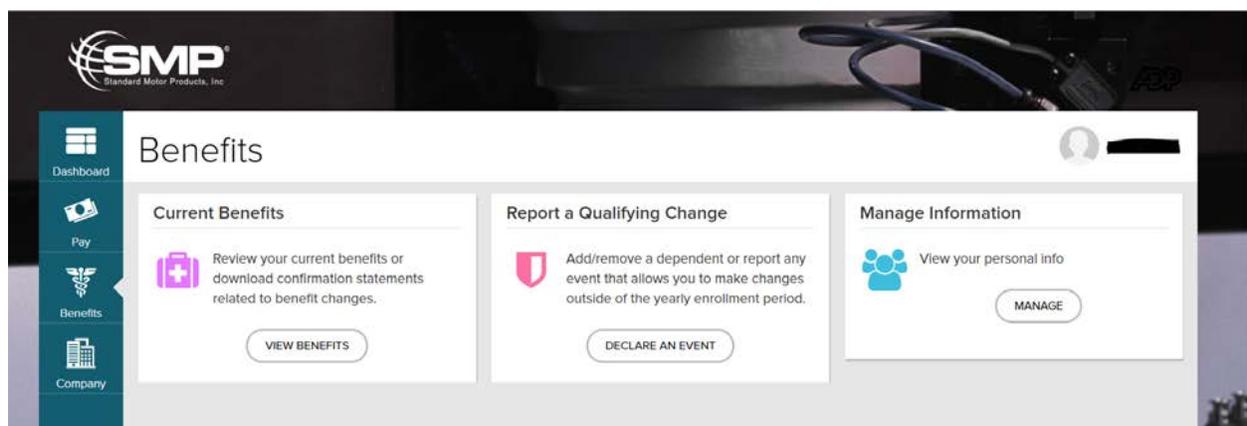
3. Once the Report a Qualifying Change homepage has opened, enter in today's date as the date of event.

< BENEFITS

Report a Qualifying Change

HSA Election

HSA Election

DATE OF EVENT

📅

Valid dates for this life event are between 11/26/2018 and 11/26/2018.

CONTINUE

4. Once the Summary loads, scroll down the list of Benefit Elections and click on "Health Savings Account."
If you are not able to select Health Savings Account, or if it says "View Only," please contact your HR representative for assistance.
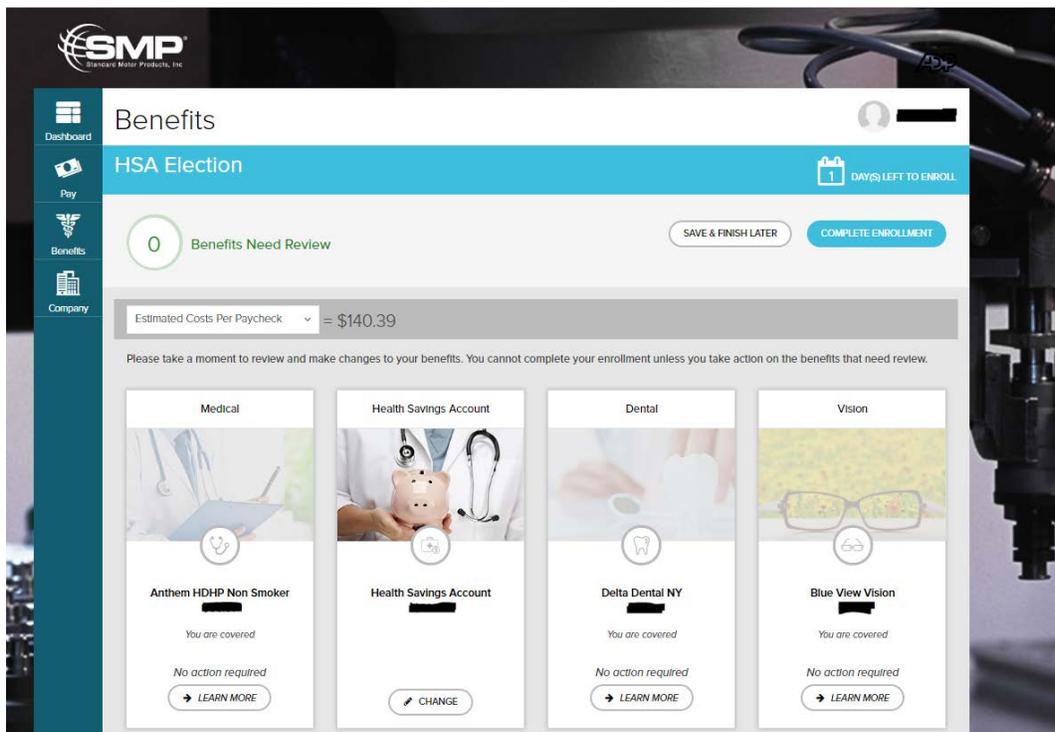
5. Click on the "Change my yearly goal amount circle" and enter the amount that you would like to contribute to your HSA into the "Annual Amount" box. Click on "Select" to submit the change.

Health Savings Account

A tax-favored Medical Spending and Savings account that is offered in conjunction with a HDHP to help pay for qualified medical expenses AND/OR to save for retirement. An HSA provides you with the ability to save money on a pre-tax basis for any IRS-allowed health expenses for you or your eligible d

⬇ MORE

So far, you have contributed **$354.17** towards your yearly goal of **$500.00**.

FOR THE REMAINDER OF THE YEAR, I WANT TO:

○ **Stop contributing**

○ **Change to the maximum yearly goal** $3,450.00
                                                                ($1,547.92 x 2 payments)

● **Change my yearly goal amount** $500.00
                                                                  ($72.91 x 2 payments)

ANNUAL AMOUNT		PER PAYCHECK	PAYMENTS
$ 500	⇄	$ 72.91	x 2

Contributed so far $354.17

Remaining amount $145.83

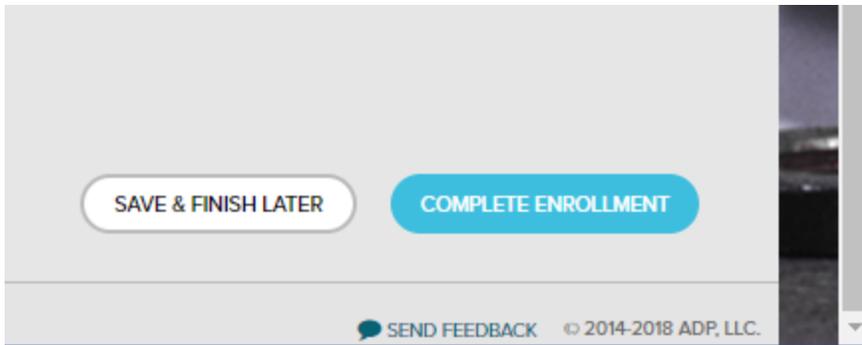**TOTAL CONTRIBUTION**   **$500.00**
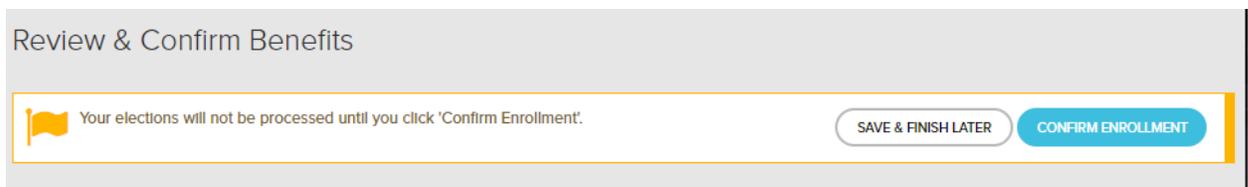
MAX: $3,450.00

SELECT

6. Your Summary page should now reflect the new amount that you would like to contribute to your HSA. To confirm the amount, scroll down to the bottom of the page and select "Complete Enrollment."

7. You will be redirect to "Review & Confirm Benefits." You will need to click on "Confirm Enrollment."

8. You will then be redirected to a Certification Statement and if you agree with the statement, select "I Agree" to continue.
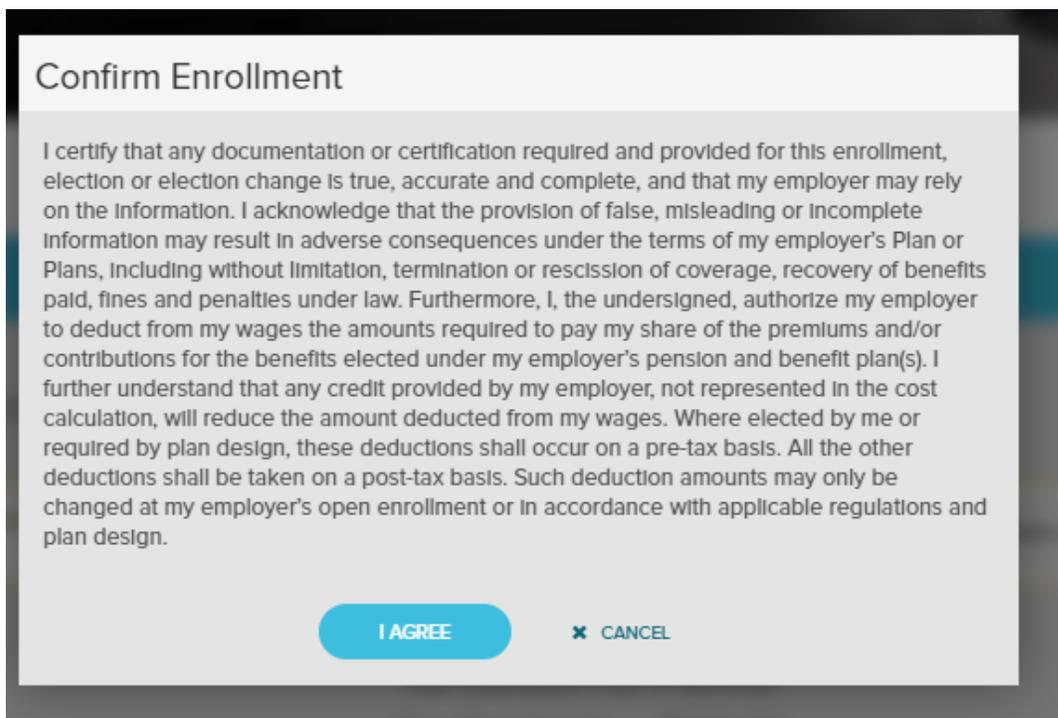
9. Your election is now confirmed. If you would like to print a copy of the confirmation, click "download confirmation."

You have completed your enrollment.   ✕

You have until 11:59 pm EST on November 27, 2018 to make changes to your elections.

Confirmation #   ⬇ DOWNLOAD CONFIRMATION
20181126142817

10. Once you've been redirected to the Enrollment page, you can log out to close the session.

Please be aware that due to administrative lag time your new deductions may not take effect until the next pay period