

How to Update Your Health Savings Account Annual Contribution Amount

1. Log into the [ADP Portal \(http://www.portal.adp.com\)](http://www.portal.adp.com).
2. Hover over the *Benefits* tab and select **Welcome**.
3. Scroll down the page slightly and click the **My Benefits** link.
Result: Your name will appear on the benefits website page.
4. Click the 'Continue' arrow located on the right side of the page.
5. At the Main Menu, click the **Health Savings Account Contributions Change** link to change your contribution for the current year.
6. Scroll down the Benefit Summary page to '**Annual Spending Account Elections**'.
7. Click the **Health Saving Account (HSA)** link.
8. Change your **Annual Contribution Amount** as desired.
9. Check the consent box at the bottom of the page.
10. Click **Continue**.
11. Click **Submit**.
12. Confirm your selections and return to the main menu.

NOTE: Your selections will become effective the first of the month following the date this change was submitted.