How to Update Your Health Savings Account Annual Contribution Amount

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.