

Changing HSA Contributions

1. Go to Ultipro, click Myself>Life Event.

The screenshot shows the Ultipro navigation menu. The 'MYSELF' tab is selected. Under the 'MYSELF' tab, the 'Life Events' link is circled in red. The menu is organized into several columns: Personal, My Company, Jobs, Career & Education, Career Development, Pay, Time Management, Time Clock Entry, Benefits, Open Enrollment, Documents, and Document Acknowledgment.

2. Within the Life Events page click I want to make changes to my HSA.

The screenshot shows the 'Life Events' page header. The 'Life Events' link is highlighted in a dark purple bar.

Life Events

About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of ever

Description	Message
I want to add a new dependent.	This Life Event is for any employee who has experienced a Qualifying Life few examples: marriage, the birth of a new child, adoption, loss of previc
I want to add a new dependent.	This Life Event is for any employee who has experienced a Qualifying Life few examples: marriage, the birth of a new child, adoption, loss of previc
I want to make changes to my HSA.	This Life Event is for any employee with an active Health Savings Account

3. Within the life event choose reason, Health Savings Account and click next.

About This Life Event

When did this happen?

What was the reason?

edit labels back next submit

4. Verify dependent info and click next.

5. Select your current medical plan, then click next.

Medical

Select a Plan

Use the options below to choose a plan.

Click the green Read More button to view all plan type information included in this box.

Current Plan box will display the existing medical plan if currently covered. Click on the triangle in the upper right-hand corner to expand your existing medical plan details.

Enrollment Instructions:

You must choose to Elect or Decline a Medical Plan.
If you wish to elect a Medical Plan, select the Plan radio button and the desired OPTION.

Our medical coverage with Appriss is offered through Anthem Blue Cross & Blue Shield. You are able to look up your physician on Anthem's website at https://www.anthem.com/health-insurance/provider-directory/searchcriteria?qs=*QicvJU9P6F/A9PONqHSYw==6

Read more

Medical Plan 1

Options

<input type="radio"/> 1. Employee Only	\$37.26
<input type="radio"/> 2. Employee + Spouse DP	\$78.25
<input type="radio"/> 3. Employee + Child	\$44.72
<input type="radio"/> 4. Employee + Family	\$79.49

Medical Plan 1 Plan Information

Medical Plan 1 - HDHP
Health Savings Account Compliant
Provider: Anthem
Medical Plan 1 - 2019 Summary of Benefits
2019 Medicare Part D Non-Creditable Notice

Plan Details:
Deductible: \$5,000 / \$10,000
Co-insurance: 90% / 10%

edit labels back next submit draft reset cancel print

Current Plan as of 10/10/2018
Medical Plan 1

6. Select the amount you would like, then click next.

You must choose to Elect or Decline any of the below Health Savings Accounts (HSA).

If you wish to elect any of the below, select the Plan radio button and the desired contribution per paycheck a annual contribution amount. Contributions to an HSA are evenly distributed over each pay period on a pre-tax

As HSA is a tax-advantaged spending account owned by you, you must be enrolled in HDHP to be eligible to

Health Savings Account - Individual

\$200.00 Biweekly*

Enter amount for:

Contribution per pay check

Annual contribution \$2,130.93

Coverage start date*: 10/11/2018
Remaining pay checks*: 5
Payroll Contributions*: \$1,130.93

7. Confirm your new elections, then click submit.

NOTE: Only Medical and HSA will show on this page. No other benefits will show, but the only change will be to your HSA.

edit labels | back | next | **submit** | draft | reset | cancel | print | help

Before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink in the toolbar.

Date of event 10/11/2018

Home phone Private
Work phone
Work extension
E-mail apresnell@appriss.com

▼ New Benefits Estimated Total Cost: \$256.36 ?

Plan Type	Plan Details	Your bi-weekly cost
Medical	Medical Plan 2 Coverage: 1. Employee Only Covered Family Members Ashley Elizabeth Presnell	\$56.36
Health Savings Account	Health Savings Account - Individual Annual contribution: \$2,130.93 Covered Family Members Ashley Elizabeth Presnell	\$200.00