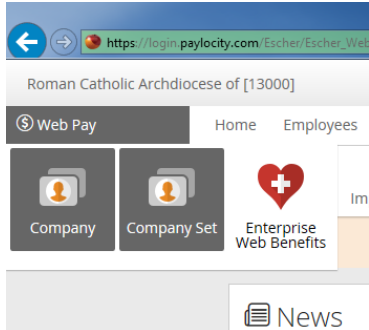
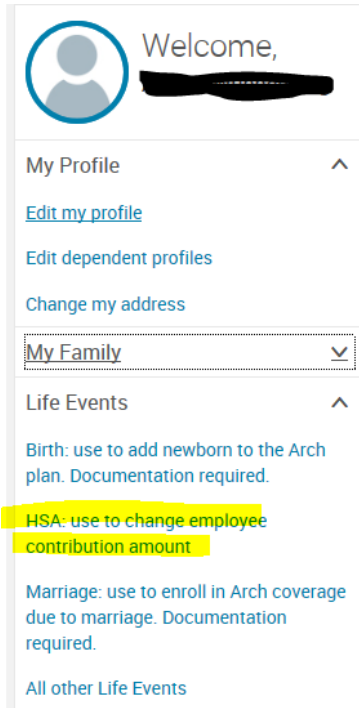


How to change your employee HSA contribution:

1. Log into your Paylocity account at <https://login.paylocity.com>. Click on web pay, then Enterprise Web Benefits.



2. Click on “HSA” under life events



3. Select the “HSA: use to change employee contribution amount” reason. Note you do not need a qualifying event to change your HSA; it can be changed at any time during the year.

4. **Use today’s date as the effective date** and proceed with steps.