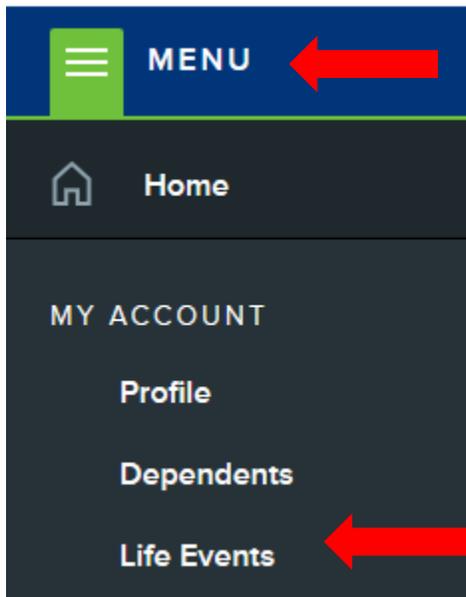


How To Update a Health Savings Account (HSA) Mid-Year in Mercer 365+

NOTE: HSA Changes are effective the first of the month following the date you enter the change. Depending on when the first of the month falls in the payroll calendar, it may take until the second payroll of that month for the change to be seen on your paycheck.

Step 1

Go to “Menu”, then “Life Events”



Step 2

Scroll down to “Changes That Impact Your Coverage” and select the “Get Started” link next to HSA Change.

Changes That Impact Your Coverage			
	Alter Tax Change	You elect to enroll in or change your post-tax benefits (Life, AD&D, Disability). These benefits may be updated at any time.	Get Started ▶
	Day Care Change	If you have a change in cost or coverage, such as a significant cost increase charged by your current day care provider, or a change in the provider, you may change the amount you contribute to your Dependent Care Flexible Spending Account.	Get Started ▶
	HSA Change	If you have a change in cost or coverage, such as a significant cost increase charged by your current health care provider, or a change in the provider, you may change the amount you contribute to your Health Savings Account.	Get Started ▶
	Lost Medicaid or CHIP Eligibility	If you or your dependent(s) lose Medicaid coverage or CHIP Eligibility, please report this change within 60 days from when you or your dependent lose Medicaid coverage or CHIP Eligibility.	Get Started ▶
	Now Eligible for Premium Assistance	Enrollment in qualified health plan via public marketplace	Get Started ▶
	Reduction of Hours	In Stability Period and enrolling in other MEC	Get Started ▶

Step 3

Under start life event please use the current date. For example: If you are processing this change on 1/13/2020, please add this date to the “Event Date” box and then click the “Get Started” button.

[← Back](#) | Life Events

HSA Change

If you have a change in cost or coverage, such as a significant cost increase charged by your current health care provider, or a change in the provider, you may change the amount you contribute to your Health Savings Account.

Start Life Event

Please enter the HSA change date below to initiate the process. Changes must be made within 0 days of the event.

Event Date

01/13/2020



GET STARTED

Step 4

On the next page click “Next”

Get Started

HSA Change

You are Eligible to Make Changes

Based on your eligible life event, you can now make changes to your benefits. Click Next below to begin.

NEXT



Cancel

Step 5

The next page is Who's Covered. Click "Continue".

Next is "My Information". Click "Continue".

Next is "Help Me Find a Plan". Scroll to the bottom of the page and click "Skip".

Step 6

On the "Your Benefits Summary" page, the only change that can be made is the Health Savings Account. Click the pencil button.

Your Benefits Summary < PREVIOUS **NEXT** >


What To Do Here

Based on your event, you are eligible to make changes to the benefits listed below. Choose an option and start updating.

Medical Plan Recommendation

The enrollment system will recommend a plan based on your answers to the guided-shopping questions, but it defaults to the carrier that comes first alphabetically (BCBS). Please review your plan and carrier election carefully to ensure you have selected the lower cost carrier, if desired, which may be UMR.

Your Cart Preview

Current Coverage

Available to Update

		PER PAY PERIOD	ANNUAL
BENEFITS SELECTED			
	<p>HEALTH SAVINGS ACCOUNT Provided by Discovery Benefits Coverage</p> <p>COVERAGE LEVEL: Employee Only</p>	 	<p>BEFORE-TAX \$0.00</p>
		<p>BEFORE-TAX \$0.00</p>	<p>BEFORE-TAX \$0.00</p>

Step 7

Add the amount you would like for the year and select "Calculate" which will then show your Pay Period amount and how much will have been contributed into your Health Savings Account including both yours and the employer contribution. Once you are satisfied with your election, select "Add To Cart"

CURRENTLY SELECTED

Lower Your Taxes, Save For Health Care Costs

Health Savings Account

Pay for eligible health care expenses using before-tax dollars with your HSA debit card.

Any employer contributions will be made on a per pay period basis into your HSA bank account.

- Minimum: \$0.00 annually.
- Maximum: \$2,949.92 annually.
- Maximum lump sum contribution \$2,949.92 annually.

CONTRIBUTION		
	PER PAY PERIOD	ANNUAL
YOUR CONTRIBUTION	\$47.62	<input type="text" value="1000"/>
LUMP SUM AMOUNT OF YOUR CONTRIBUTION		\$0.00
EMPLOYER CONTRIBUTION		\$600.08
TOTAL CONTRIBUTION	\$47.62	\$1,600.08



Step 8

Now scroll back up to the top of the screen and click “Your Cart”

HSA CHANGE

Summary | Spending Accounts



Step 9

Scroll to the bottom of the screen, accept the “Terms and Conditions” and click “Check Out”

Terms and Conditions

You have selected a life event that allows you to make changes to your elections and your eligible dependents. Before continuing, please make note of the following:

- Making changes to your elections and dependent information requires you to provide an electronic signature of the choices you enter. Clicking 'Yes, I accept' below will serve as your consent.
- Clicking on 'Yes, I accept' below will also serve as your electronic signature of the information you enter. By law, this electronic signature will have the same effect as a signature on a paper form.
- I acknowledge that if I enroll in a Windstream medical plan, I and my spouse (if applicable) must complete the confidential biometric screening by the deadline to avoid a \$500 medical surcharge. Employees in bargaining units should refer to the terms of their collective bargaining agreement.

Yes, I accept.

IMPORTANT: You must keep your records up-to-date. Immediately inform your employer if your email address or other personal information change.

[CHECK OUT >](#)

[Cancel](#)

Step 10

Once you get the message below the change has been saved and you can print out your confirmation by clicking "Print".

Get Started | Choose Benefits | Voluntary Benefits | Your Cart

Review | **Confirmation** | Checklist

Your Enrollment Has Been Submitted

[PRINT](#)

Your Enrollment Confirmation Number is: X06SLIN

 **What To Do Here**

Confirmation of your elections can be viewed at any time on the home page. If you need further assistance, please contact us. Please print or save this.

Please keep in mind that the rates below are subject to change based on the requirements for spousal and tobacco surcharge.