

HOW TO UPDATE YOUR HSA CONTRIBUTIONS



Health Savings Account (HSA) contributions can be changed at any time during the year – unlike most benefit elections that are locked in until the next open enrollment or unless you have a qualifying life event.

You can adjust your HSA contributions in one of two ways:

Option 1 - From your computer

1. Go to [UKG](#): Benefits > Manage My Benefits > Update My Benefits
2. Select the qualifying life event '**HSA Change**'
3. Follow the prompts
4. Review and submit your change

Option 2 - From your mobile phone

1. Visit: benefits.plansource.com
2. **Username:** First initial of your first name, first six characters of your last name, and last four of your Social Security number.
3. **Password:** First time log in, use your date of birth formatted as YYYYMMDD. If you've logged in before, use the password you created.
4. Select the qualifying life event '**HSA Change**'
5. Follow the prompts
6. Review and submit your change

If you need assistance navigating the portal or have any questions, please contact **HR Services** at hrs@arcwoodenviro.com or (317) 390-3148.