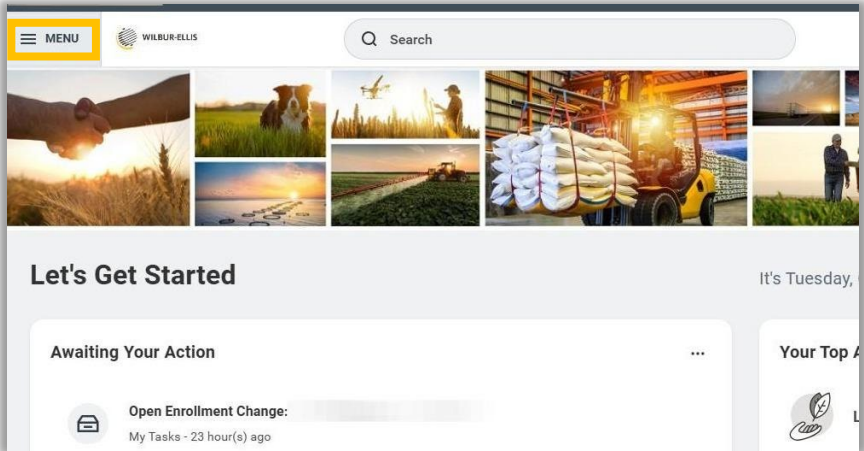


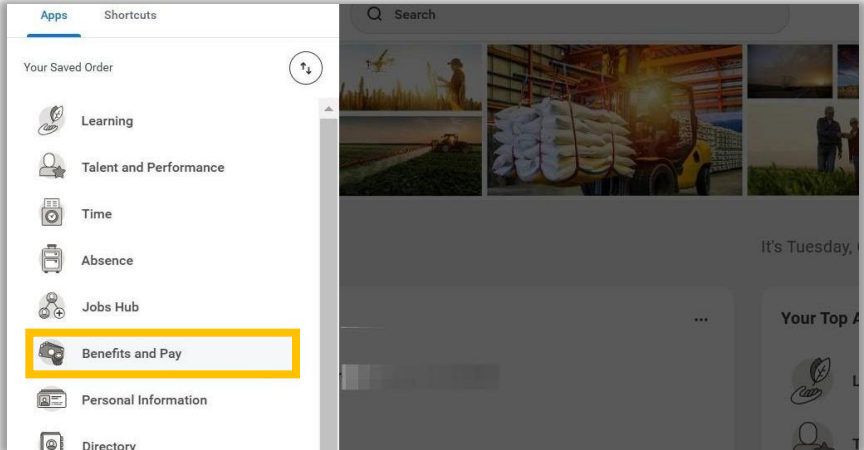
# HOW TO CHANGE HSA CONTRIBUTIONS

1.



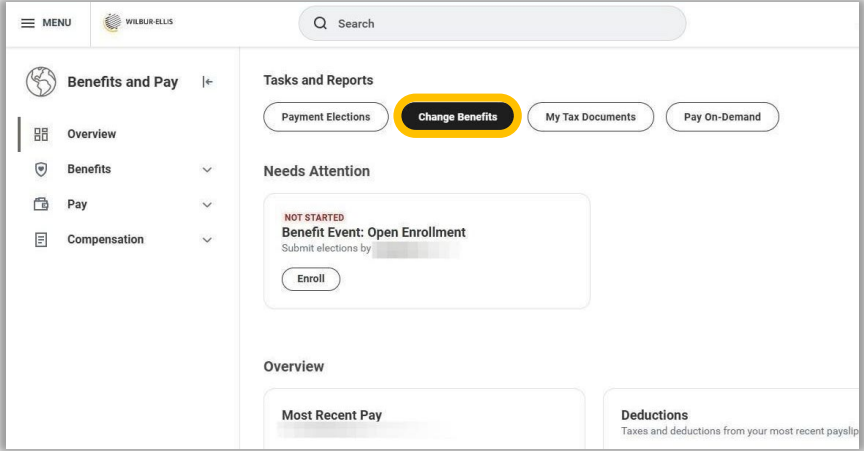
From your Workday homepage, click **Menu**.

2.



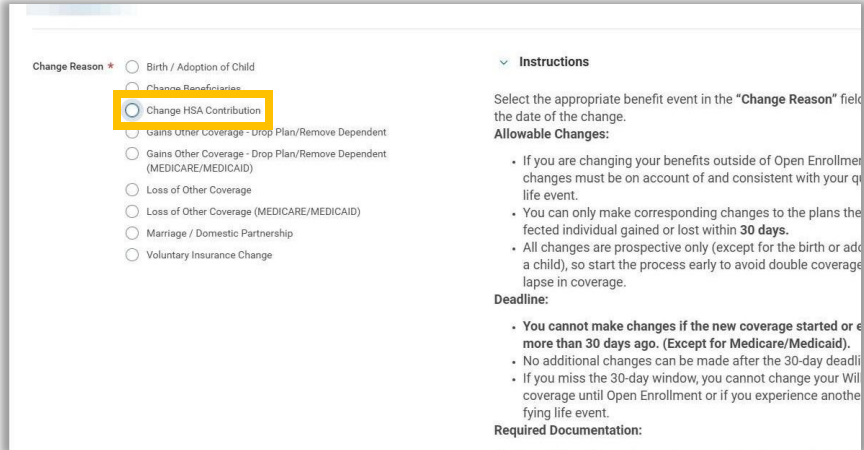
From the drop-down menu, click **Benefits and Pay**.

3.



Click the **Change Benefits** button.

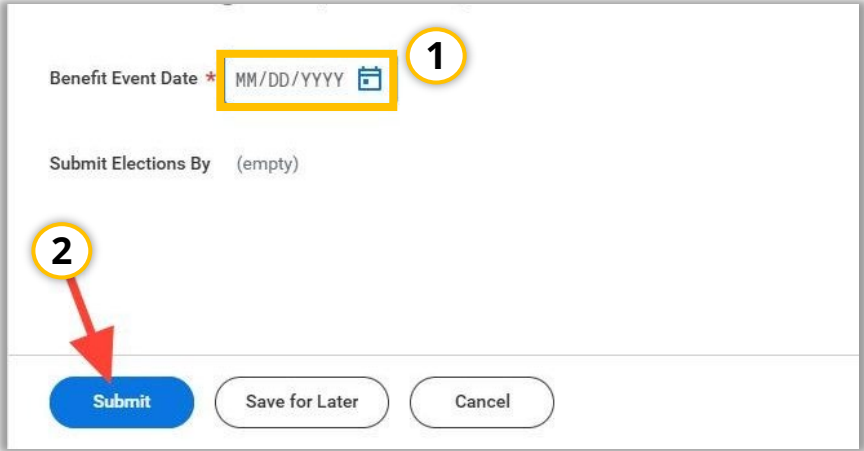
4.



Click the **Change HSA Contribution** field.

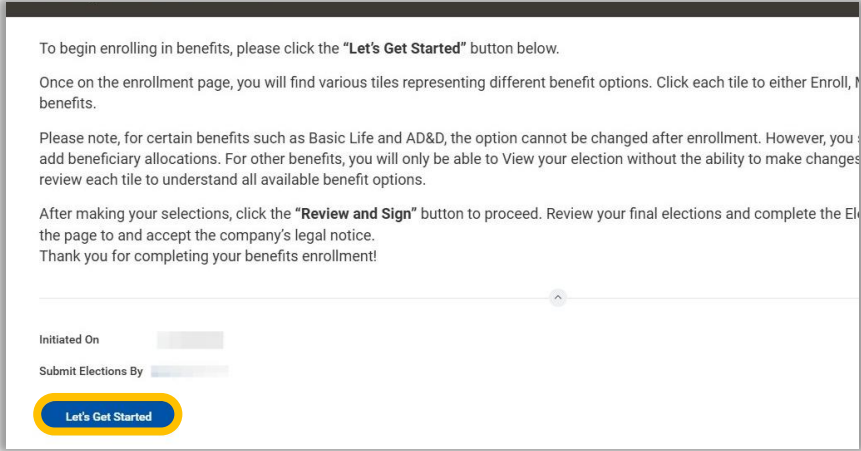
# HOW TO CHANGE HSA CONTRIBUTIONS

5.



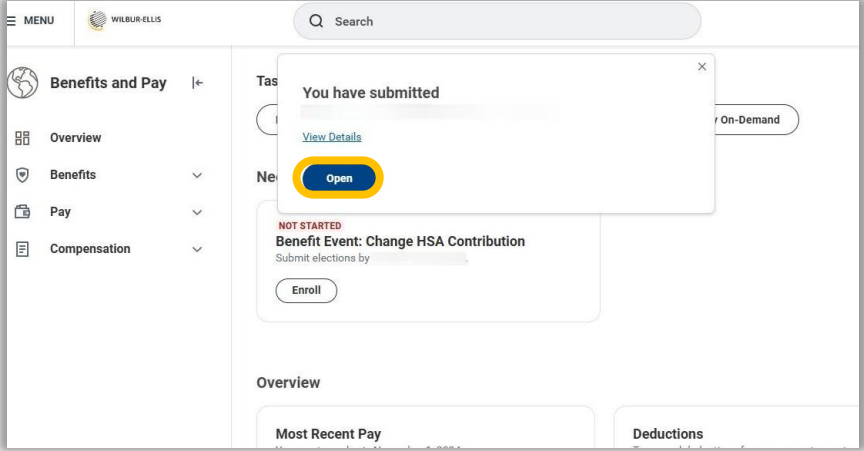
Click the **calendar icon** to select today's date, or a future date for this change to go into effect. Click **Submit**.

7.



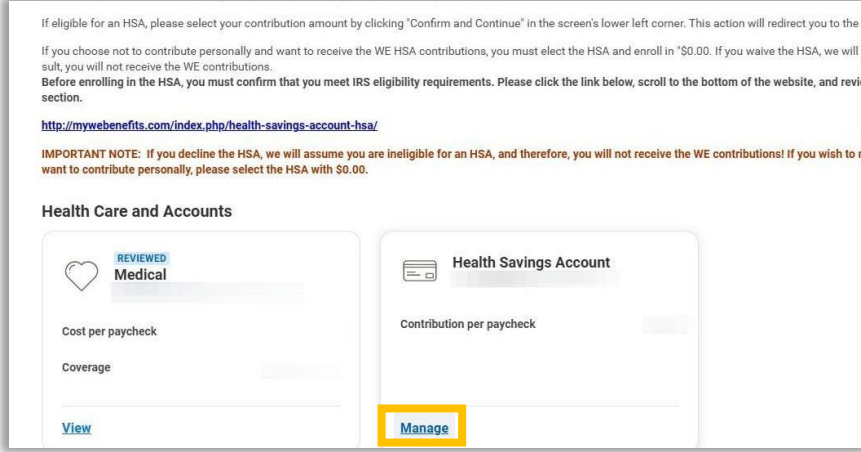
Click the **Let's Get Started** button.

6.



Once submitted, from the pop-up click the **Open** button.

8.



Under *Health Savings Account*, click **Manage**.

# HOW TO CHANGE HSA CONTRIBUTIONS

9.

If eligible for an HSA, please select your contribution amount by clicking "Confirm and Continue" in the screen's lower left corner. This action is final.

If you choose not to contribute personally and want to receive the WE HSA contributions, you must elect the HSA and enroll in "\$0.00. If you do not, you will not receive the WE contributions.

**Before enrolling in the HSA, you must confirm that you meet IRS eligibility requirements. Please click the link below, scroll to the bottom of the page, and click "Confirm and Continue".**

<http://mywebenefits.com/index.php/health-savings-account-hsa/>

**IMPORTANT NOTE: If you decline the HSA, we will assume you are ineligible for an HSA, and therefore, you will not receive the WE contributions. If you want to contribute personally, please select the HSA with \$0.00.**

### Health Care and Accounts

<p><b>REVIEWED</b></p> <p>Medical</p> <p>Cost per paycheck</p> <p><b>Review and Sign</b> Save for Later</p>	<p><b>REVIEWED</b></p> <p>Health Savings Account</p> <p>Contribution per paycheck</p> <p>Save for Later</p>
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Once you are finished, click **Review and Sign**.

10.

10. Electronic Consent—by clicking "Submit", I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signatures in Global and National Commerce Act, electronic trade confirmations, statements, agreements, and prospectuses. I consent to receive certain employee benefit plan information through electronic media. I am an employee of Wilbur-Ellis and have an active work email address, that email will be used for these communications to me unless I elect otherwise. I understand that I may communicate with my employer at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating that I no longer consent to electronic communications free of charge.

I Accept **1**

enter your comment

Process HSA **2**

Change Benefits for Life Event— Awaiting Action

**Submit** Save for Later Cancel

Review all changes, check **I Accept**, and click **Submit**. You will then receive a confirmation when this request has been processed by the benefits department.