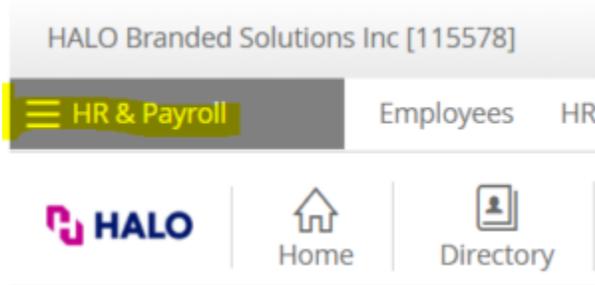


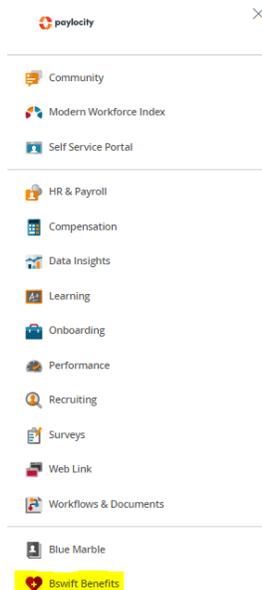
HSA MID-YEAR CHANGE

Change your HSA election at anytime by following the steps below:

1. Login to your Paylocity Account – access.paylocity.com/ (Our company code is 115578)
2. Click the gray menu at the top left labeled **HR & Payroll**



3. Navigate to **Bswift Benefits** (last item in the drop-down)



4. Click **HSA Mid-Year Changes**

5. Enter today's date, click the checkbox, and then **Save and Start Life Event Enrollment Life Event**

If you had a recent life event such as a birth of a child or a marriage, you may be eligible to change your benefit elections. Please enter all information requested to complete your change in coverage.

STEP 2 Enter your life event information

HSA Mid-Year Changes Change life event

When did your life event take place?

Enter a date

STEP 3 Confirm your information

HSA Mid-Year Changes Change life event

Life Event: HSA Mid-Year Changes
Date of Event: 09/30/2021

I agree that the above information is accurate.

You may be required to provide documentation in order for the Life Event elections to be approved.

6. Click **View Plan Options**

Life Event Enrollment

You are now eligible to make changes to your benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.

If you make a change to your medical election be sure to click back into all other plan types.



Health Savings Account

\$25.00 Your Cost per pay period

PLAN Health Savings Account / 5/3rd Bank / [View plan details](#)

CONTRIBUTION \$325.00

Completed [View Plan Options](#)

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Your Cost per pay period **\$25.00**

Finished selecting benefits? Click the button below to continue.

Continue

7. Enter the desired per pay period amount and click **Continue**
8. Click **Continue** to review the election changes.
9. Complete the enrollment by clicking the check box, indicating that you agree with the changes.