

# How To Enroll, or Make Changes to HSA



Spitzer INDUSTRIES

MESSAGES 3 CALENDAR SUPPORT LOG OUT

HOME RESOURCES **MYSELF** REPORTS ★

Search Workforce Now: 🔍

**My Information**  
Profile

**Talent**  
Career Center

**Personal Information**  
Dependents & Beneficiaries

**Benefits**  
**Enrollments**  
Employee Discounts - LifeMart  
Documents

**Employment**  
My Documents

**Pay**  
Annual Statements  
Calculators  
Payment Options  
Tax Withholdings  
Total Rewards  
Pay Statements

**Time & Attendance**  
Time

COLLAPSE MENU

1. Navigate to ADP & log in
2. Go to "MYSELF" > Benefits > Enrollments
3. Click "Enroll Now"

Spitzer INDUSTRIES

MESSAGES 3 CALENDAR

HOME RESOURCES MYSELF REPORTS ★

Enrollments ? 📺 ↗

**Year Round Enrollment**

📅 Make changes anytime

**ENROLL NOW**

**Your Benefits**

🏥 Review your current benefits, your previous year's benefits, or any changes due to a life event.

**VIEW BENEFITS**

- ✓ HEALTH AND WELFARE - MEDICAL
- ✓ CONSUMER HEALTH AND SAVINGS ACCOUNTS - HEALTH SAVINGS ACCOUNT
- ✓ HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION

1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
✓ HSA, Office	HSA Bank	\$10.00	\$9.62	July 1, 2019	CURRENTLY ENROLLED

Select to end your HSA enrollment → REMOVE ENROLLMENT

How much would you like to contribute?

Your estimated annual contribution can be any amount from **\$160.00** up to **\$3,300.00**.  
 Your employer will contribute an annual total of **\$250.00**, distributed as Annual payment(s) to your account.

For the ENTIRE YEAR, I want to contribute:

Maximum yearly goal  
 Enter a different amount

	Payments	Annual Contribution	Year-to-date	
Per Pay Period	x 10	\$100.00	+ \$160.00	<b>\$260.00</b>

Your contribution **\$260.00**  
 Employer Cost **\$250.00**

SAVE FOR LATER | CONTINUE TO NEXT BENEFIT

1. Select "Consumer Health And Savings Accounts - Health Savings Account"
2. NOTE: To unenroll from HSA select the "Remove Enrollment" option. If you are enrolling or making changes, disregard and move to number 3.
3. You have two options for contributions.
  - Maximum yearly goal - ADP will automatically calculate the amount for you based on the maximum yearly contribution and the number of pay periods left before the new plan year.
  - Enter a different amount - You can decide what amount you want to contribute either per pay check, or annually.
4. Select "Continue To Next Benefit"
5. If no more changes are being made keep selecting Continue to Next Benefit" until you reach the "Summary" page.
6. Select "Submit Enrollment"