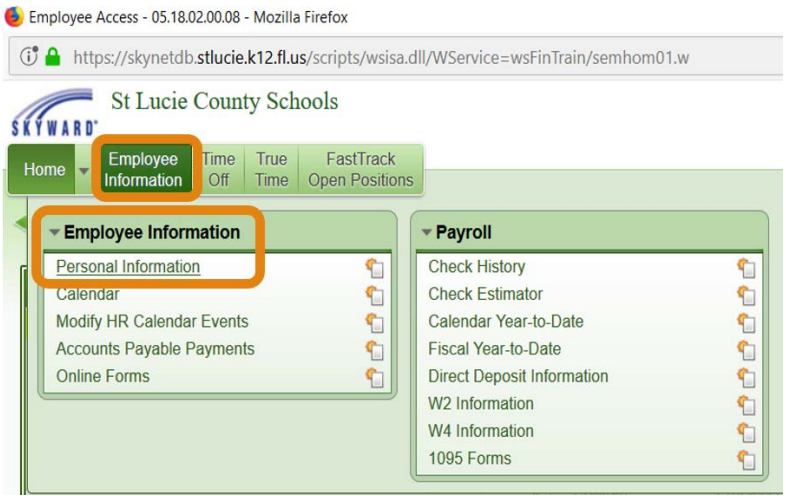
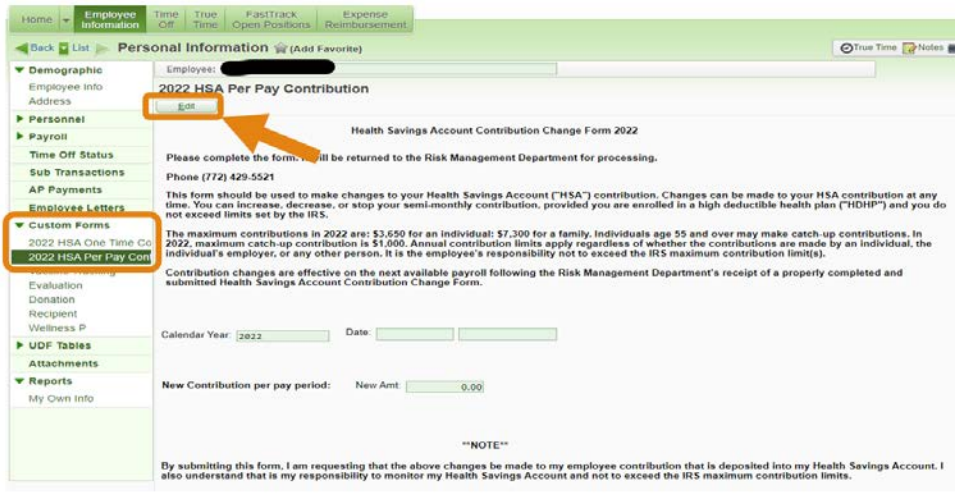
HSA Contribution Forms

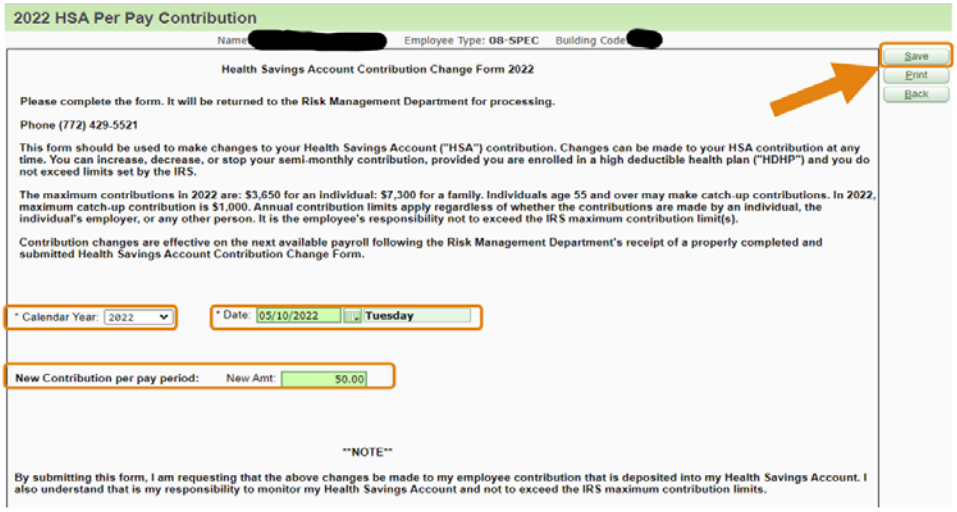
1. In Employee Access, click “Employee Information” and select “Personal Information”



2. Under Custom Forms, select the form you wish to complete, and click on the “Edit” button



3. Fill out the “Calendar Year”, the “Date” and the “New Amt” of your contribution. Click “Save”



4. If filling out a One-Time Contribution, Fill out the “Calendar Year”, the “Date” and the “One-Time Amt” of your contribution. Click “Save”