

How to Make Contribution Changes to Your Health Savings Account

Use the following steps to change your Health Savings Account (HSA) contributions.

1. Log in to your HSA account at datapathadmin.com/abb
2. From the home screen, click on the Coverages heading

The screenshot shows the Summit HSA account home screen. The 'Coverages' tab is highlighted with a red circle. The page displays the following information:

- Accounts:** HSA Open Ended, \$0.00. Transactions Paid: \$0.00. Annual Election: \$20.00. Effective: 01/01/2019. Total Account Value: \$0.00.
- Alerts:** There are no alerts at this time.
- Recent Transactions:** A table with columns: Service Date(s), Description, Type, Amount, Actions.
- Pending/Unpaid Transactions:** A table with columns: Service Date(s), Description, Type, Amount, Actions.

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3. Scroll down and click on the pencil icon next to 'Per Pay Period Contribution'

The screenshot shows the Summit HSA account 'Coverages' page. The 'Per Pay Period Contribution' is highlighted with a red circle and set to \$20.00. The page displays the following information:

- Plan:** HSA Open Ended - Health Savings Account
- Effective:** 01/01/2019
- Contributions-to-Date:** \$0.00
- Eligible Balance:** \$0.00
- Remaining Family Deductible:** \$0.00
- Remaining Individual Deductible:** \$0.00
- Plan Responsibility:** 100%
- Participant Responsibility:** 0%
- Balance Due:** \$0.00

Claims Totals:

Semi-monthly Election:	\$20.00	Debit Card:	0
Contributions-to-Date:	\$0.00	Reimbursement Requests:	0
Employer Funding:	\$0.00	Pending Reimbursement Requests:	0
Carry-over from Prior Plan:	\$0.00	Reimbursement Request Totals:	\$0.00
Adjustments:	\$0.00	Reimbursements Made:	0
Reimbursement to Date:	\$0.00	Reimbursements Made Totals:	\$0.00
Carry-over Balance:	N/A	Pending Reimbursements:	\$0.00
Available Balance:	\$0.00		
Pending Debits:	\$0.00		
Disbursable Balance:	\$0.00		
On Hold Amount:	\$0.00		
Balance Due:	\$0.00		
Per Pay Period Contribution:	\$20.00		

4. Enter the **Per Pay Period Contribution** amount. Your HSA election change will take 1 to 2 pay periods before the deduction is reflected on your payroll.

Note: Do not enter the full amount of your annual election or this will cause your change to stay in a pending status and will not process.

Edit Election Amount ×
 Election Amount
 Per Period Contribution
 Contribution Effective Date
 Reason

 or

5. The change request will then be sent for approval. You can view the status under the **History** tab. If the transaction is showing a pending status for more than 24 hours, it is most likely due to the amount being over the max. Please review and ensure you have entered the amount you want deducted from each pay check.

If you have questions about a change marked pending for more than 24 hours, please contact customer service at 1-866-898-4248.

Home | Coverages | Transactions | Cards
 Coverages
 Plan: HSA Open Ended - Health Savings Account
 Contributions-to-Date: \$0.00
 Debitable Balance: \$0.00
 Remaining Family Deductible: \$0.00
 Remaining Individual Deductible: \$0.00
 Plan Responsibility: 100%
 Participant Responsibility: 0%
 Balance Due: \$0.00
 Details | Transactions | **History**

Monthly Election	Annual Election	Per Period Contribution	Contribution Effective Date	Change Date	Type	User	Status	Reason
\$0.00	\$0.00	\$0.00	01/01/2019	08/12/2019	Election Change	jefftest (PP: ABB TEST GROUP)	Pending	Election Change
\$0.00	\$0.00	\$20.00	01/01/2019	08/08/2019	Election Change	sarahweich (TSA-DataPath Administrative Services)	Approved	Election Change

Important Notes: If you made a large contribution as a one-time deposit, it is your responsibility to change the election back in a timely manner. If you don't do so, the amount will be deducted again.

When making contributions, the annual maximums include any employer and wellness incentive funds you acquire throughout the year. Participants with employee-only coverage can contribute up to \$3,500; those with family coverage can contribute up to \$7,000. Employees age 55 and older may contribute an extra \$1,000 over their annual contribution limit.

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