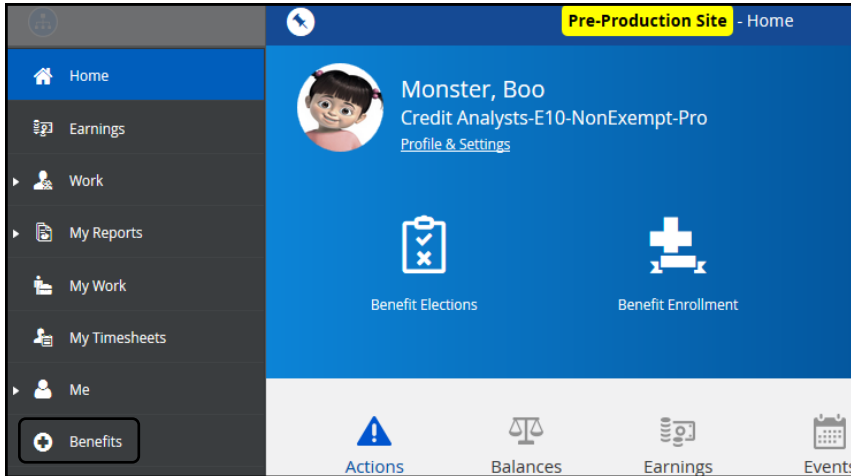


# Health Savings Account (HSA) Change

## How to Make a Change to your HSA Contribution

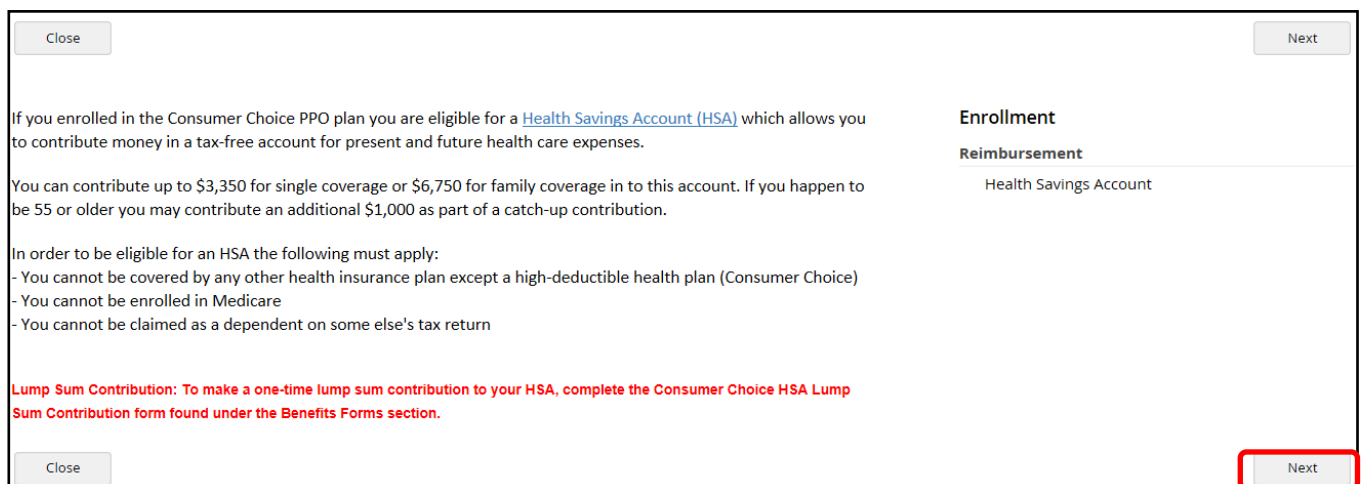
1. From any screen in Dayforce, use the main navigation menu to select **Benefits**.



2. From the Overview tab select **Start Enrollment** to the right of HSA Election Change.



3. The HSA Election Change form will open in a smaller window within Dayforce. Select **Next** to continue through the form.



4. Select **Next**.

5. Select the **Show Details** button.



6. The option to change your contribution amount will display. The contribution amount can be changed by typing an **annual** election amount or by using the blue slider bar. The total amounts listed at the bottom may not reflect the correct dollar amount. Amounts will be adjusted after the form has been approved by Farm Credit Foundations. Select **Save** when finished.

**2016 HSA - Individual**

**Contribution**  
Select the desired contribution amount below. You can use the slider or the plus or minus buttons to select your contribution amount.  
Minimum Contribution: \$1,700.00  
Maximum Contribution: \$3,350.00

-\$ 3,350 +

\$1,700.00 \$3,350.00

Your estimated plan year to date contribution for this option is \$1,700.00.  
Your per pay amount will be zero unless you elect a contribution amount higher than your plan year to date amount of \$1,700.00.

**Total amount per Pay Period: \$275.00**  
**Total Annual Amount: \$1,650.00**

**Save** **Cancel**

**YOUR CURRENT ELECTIONS**

Reimbursement

- 2016 FSA - Dependent Care: You, \$270.00, Every Regular Run, Effective Start 5/16/2016
- 2016 HSA - Individual: You, \$170.00, Every Regular Run, Effective Start 5/16/2016

7. The new contribution amount will display along with your selected HSA plan. Select **Next** to

Option Name Ascending ▼ Compare Selected

Option	See FarmCreditFoundations.com for details.
<input checked="" type="checkbox"/> <b>2016 HSA - Individual</b> \$275.00 Start Date: 10/1/2016 \$3,350.00 Contribution <a href="#">Show Details</a>	Maximum Individual HSA annual contribution allowed in 2016 is \$3,350.

ose Save Draft Back **Next**

8. The confirmation screen will display your new annual and per pay period contribution amount. Verify

**Confirmation**  
Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close Save Draft Back Print Submit Enrollment

Click on "Submit Enrollment" to make the change to your HSA election. If there is an error with your election you will be notified by Farm Credit Foundations.

**Reimbursement**

**Health Savings Account**

**2016 HSA - Individual** **Your Cost: \$275.00**  
Effective From: 10/1/2016 Every Regular Run  
\$3,350.00 in total plan year contribution

**Total amount per Pay Period:: \$275.00**  
**Total Annual Amount:: \$1,650.00**

I have read and agree to the [Terms and Conditions](#) associated with the Health Saving Account (HSA). By choosing to receive the benefits available through the Farm Credit Foundations Flexible Benefit Plan and by submitting my benefit elections, I authorize my employer to reduce my salary by the amount necessary to pay for my share of the cost for these benefits. I understand that this will reduce my taxable compensation. Depending on my compensation level, I may pay less Social Security tax and this may have some effect on the amount of my Social Security retirement benefits.

Close Save Draft Back Print **Submit Enrollment**

9. Dayforce will display a message indicating your changes have been saved successfully. From here you can print a copy of your form for your records or return to the Benefits screen.

HSA Enrollment 🛒 \$333.33

Introduction Profile Elections Confirmation **Summary**

Congratulations! Your enrollment has been submitted.

Print Return to Benefits

10. After the form has been saved successfully it will be routed to the Foundations Benefit team for approval. All changes take effect the following pay period.