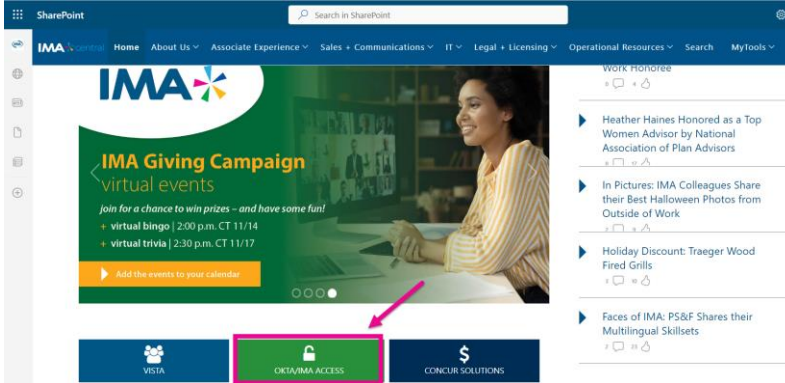


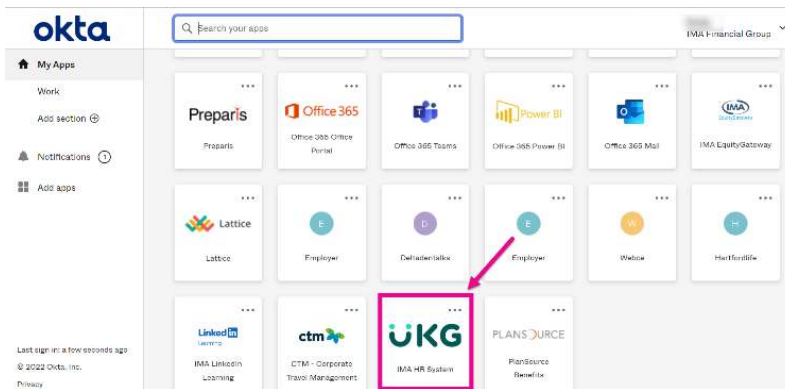
IMA How to Request an HSA Contribution Change

To complete a life event in UKG for benefit changes:

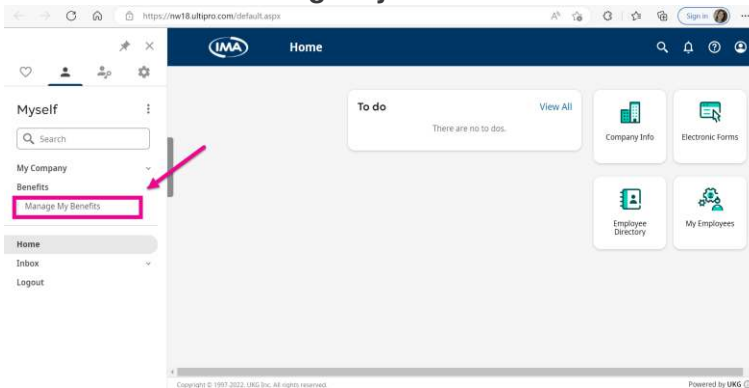
1. Go to IMA Central and select **Okta / IMA Access**.



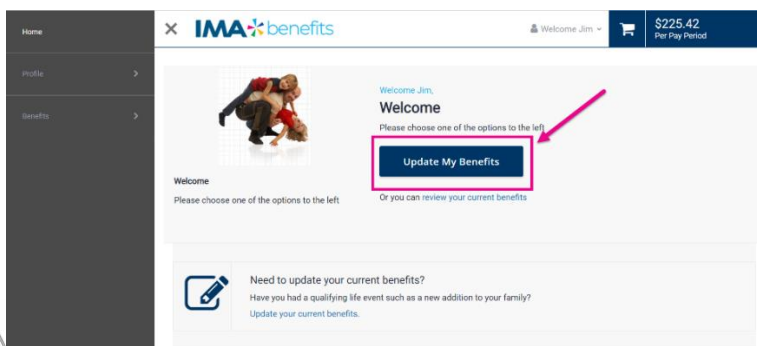
2. Login to Okta and select the **UKG** icon.



3. Select Benefits > **Manage My Benefits**.

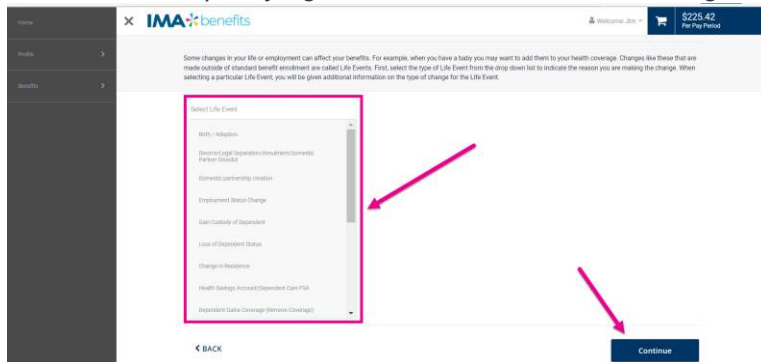


4. Select **“Update My Benefits”**



IMA How to Request an HSA Contribution Change

5. Select the qualifying life event called Health Savings Account.

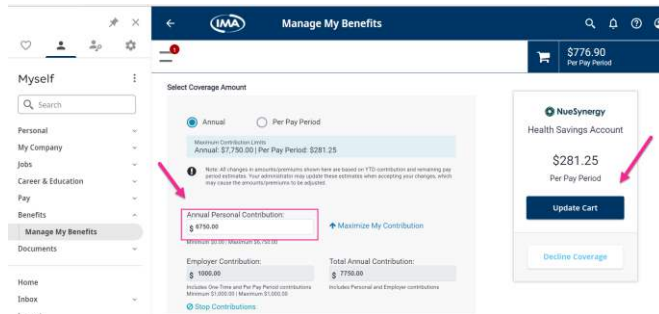


6. Enter the **date** of your life event and any notes that may be applicable if you need to explain your situation.
7. Then review your personal information and click “**Next: Review My Family**” located at the bottom of the page.
8. Add dependents as applicable to your life event. Then select “**Next: Shop for Benefits**”
9. You can click on “**View or Change**” to make changes to your HSA benefit.

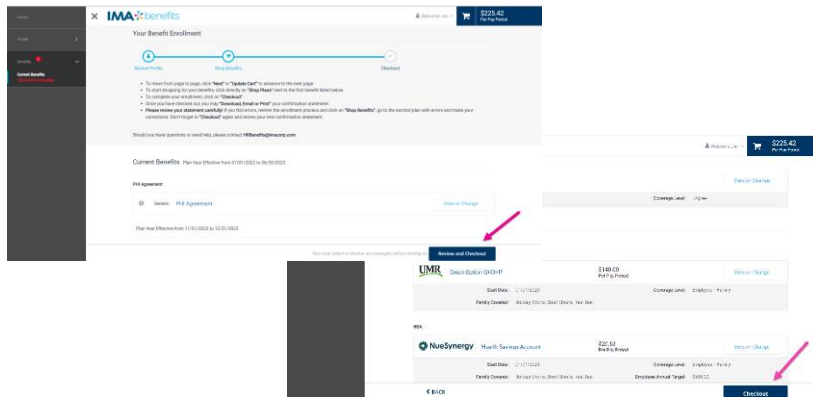


IMA How to Request an HSA Contribution Change

10. After you enter your revised contribution, then click **update cart**.



11. Once the change has been made, select **“Review and Checkout”**, then **“Checkout”**. This will finalize your enrollment selections and will notify the HR Benefits department to review your life event.



NOTE: As you make enrollment changes in UKG, please verify the information in UKG is correct and up to date such as your address. Depending on the timing of when an HSA change is completed within UKG, you may not see the deduction change until the next available payroll.