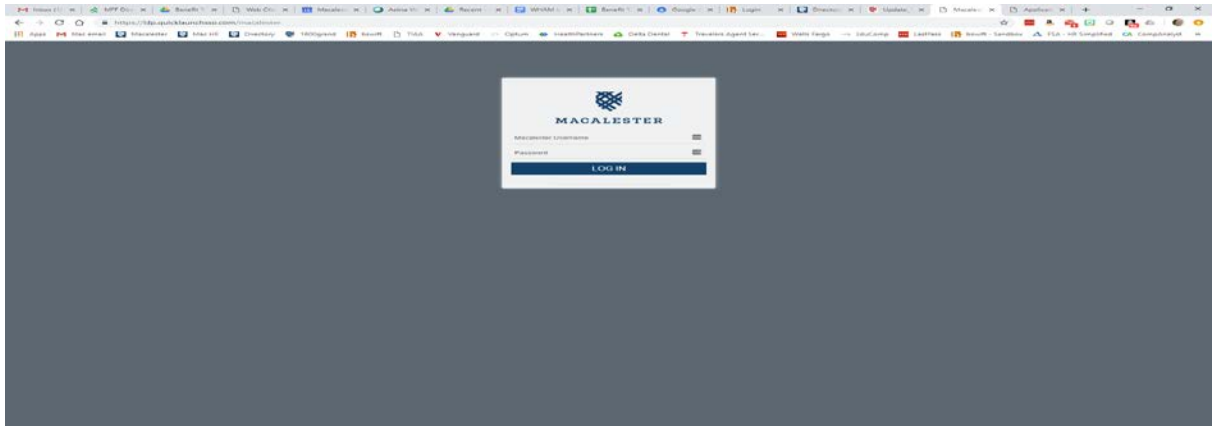


How to Update Your HSA and Retirement Contributions Online

To directly access the Benefits Enrollment website, visit the [Benefits Portal](#).



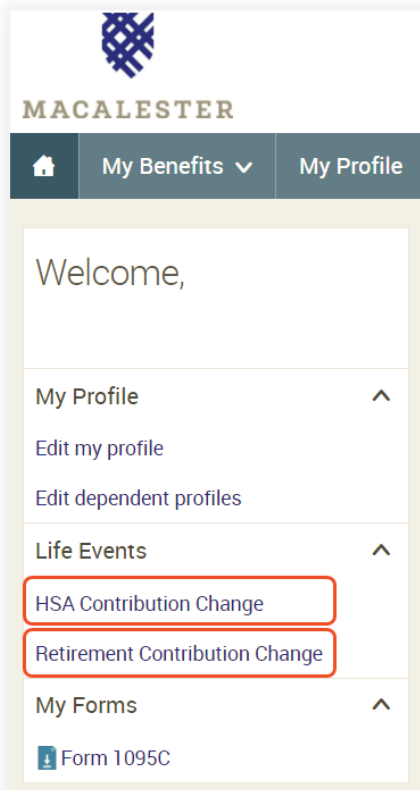
Log-in Information

1. **Username:** Enter Macalester Username (e.g. first part of your email address)
2. **Password:** Enter your regular Macalester password
3. **Click Log In**

Navigation Tips

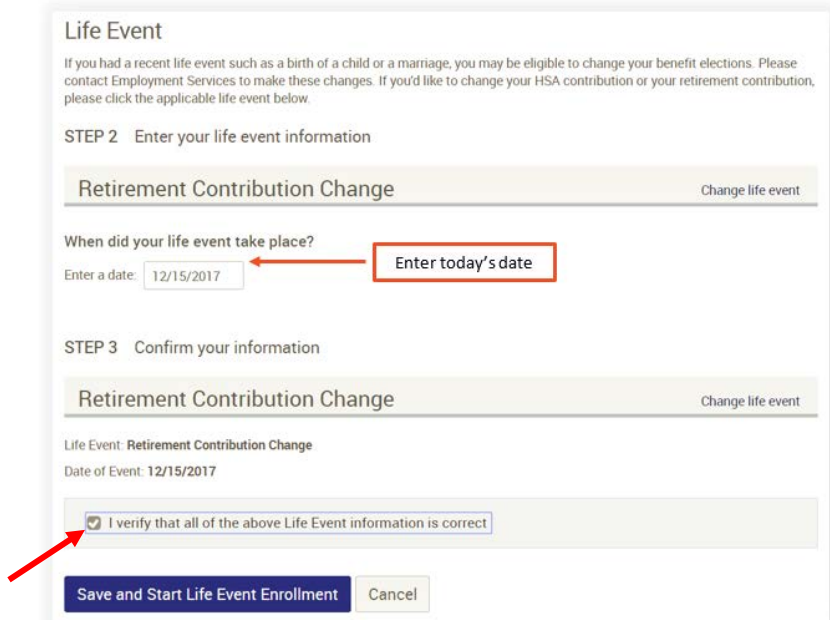
- Do NOT use the “back” button in your internet browser, as this will automatically log you out of the site.
- Although the online benefits enrollment site is a secure site, and your information is encrypted during transit, it is important that you log off when you have completed your session.
- Click the Log Out icon in the upper right-hand corner of the enrollment site to log off.
- For security purposes, the system will automatically log you out if you leave your system idle for more than 30 minutes.

1. To begin updating your contributions, click on **HSA Contribution Change** or **Retirement Contribution Change** on your home page.



Enter your Life Event Information

2. To begin updating your contributions, click on **HSA Contribution Change** or **Retirement Contribution Change** on your home page.



For questions, please contact jdempste@macalester.edu or rhartman@macalester.edu

Verify your Personal and Family Information

3. Prior to your enrollment, you will be required to verify all of your personal information (e.g. address, DOB, etc.). If you need to make any changes, contact Employment Services at hr@macalester.edu.
4. When you are finished, please click “**I agree**” at the bottom on the screen and click “**Continue**”.

MACALESTER COLLEGE

Employee Information

Please contact Employment Services at hr@macalester.edu to make updates to Demographic, Address Information and/or Emergency Contact Information. Demographic, Address and Emergency Contact updates cannot be made through Benefit Enrollment System.

Demographics

Prefix
First Name FirstName
Middle Initial
Last Name LastName
Suffix
Nickname
Social Security Number XXX-XX-XXXX
Date of Birth DD/MM/YYYY

Address

Address 1 000 Street Name
Address 2
City City
State ST
Zip 00000

Emergency Contact Information

CONTACT 1

Name
Relationship
Phone
Cell Phone
Work Phone
Work Phone Ext.

CONTACT 2

Name
Relationship
Phone
Cell Phone
Work Phone
Work Phone Ext.

I verify that my personal information is correct or that I will contact employment services to update my personal information.
 I agree

1 Your Info
Employee Information
Family Info

2 Your Benefits

3 Enroll

4 Complete

Continue

5. When all of your family information is entered and accurate, read through the Dependent Information Notice section, check **I agree**, and click **Continue**.

You may enroll the following dependents:

- Your current legal spouse; or
- Your domestic partner who meets the rules set by Macalester; and
- Your dependent children; and
- Dependent children of your domestic partner.

To be eligible for coverage, a dependent child must be under 25 years of age. An eligible dependent child includes:

- Biological child.
- Legally adopted child.
- Step-child.
- A child for whom you or your spouse is the legal guardian.
- A child covered under a valid qualified medical child support order.
- Unmarried grandchild who is dependent on you for a majority of financial support (see Summary Plan Document for other qualification requirements).

I agree

1 Your Info
Employee Information
Family Info

2 Your Benefits

3 Enroll

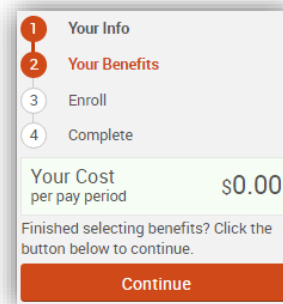
4 Complete

Continue

For questions, please contact jdempste@macalester.edu or rhartman@macalester.edu

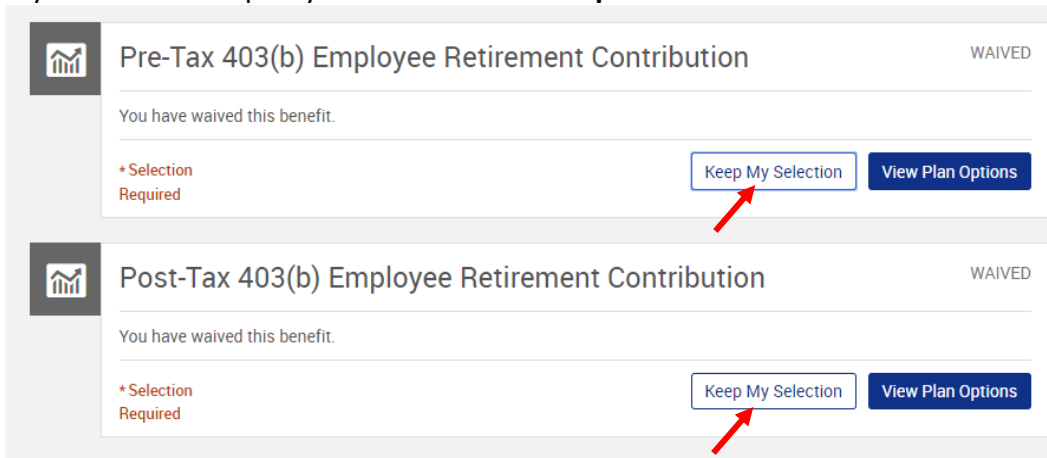
Selecting Your Benefits

Currently enrolled and eligible benefits will be displayed. Throughout your enrollment, the benefit enrollment system will track your per pay period cost and enrollment status on right hand side of your screen.



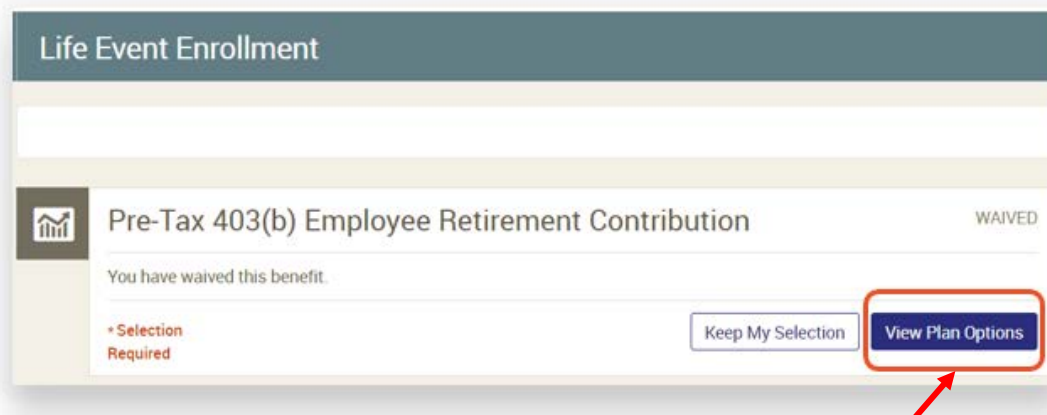
A progress bar on the right side of the screen shows four steps: 1. Your Info, 2. Your Benefits (highlighted in red), 3. Enroll, and 4. Complete. Below the progress bar, it displays 'Your Cost per pay period' as '\$0.00'. At the bottom, there is a red button labeled 'Continue' and a message: 'Finished selecting benefits? Click the button below to continue.'

6. If you'd like to keep to your election click **Keep Selection** to continue with the current election.



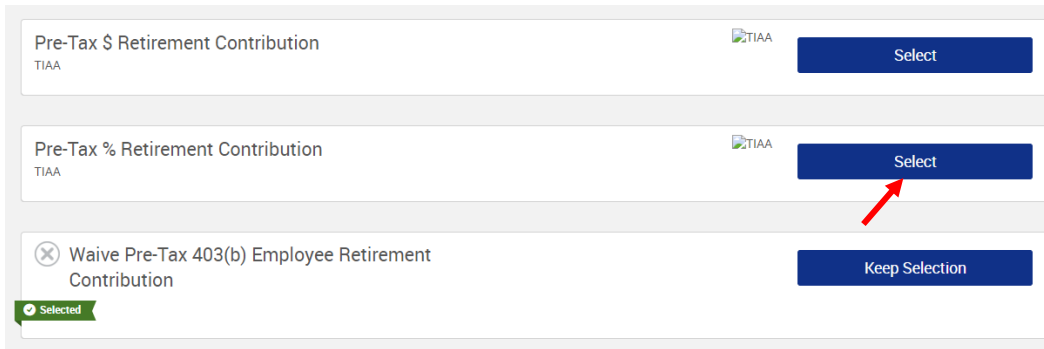
The interface shows two benefit categories, both marked as 'WAIVED'. The first is 'Pre-Tax 403(b) Employee Retirement Contribution' and the second is 'Post-Tax 403(b) Employee Retirement Contribution'. Each category includes the text 'You have waived this benefit.' and a red asterisk with the text '* Selection Required'. For each category, there are two buttons: 'Keep My Selection' (highlighted with a red arrow) and 'View Plan Options'.

7. To view/change your election, click **View Plan Options**.



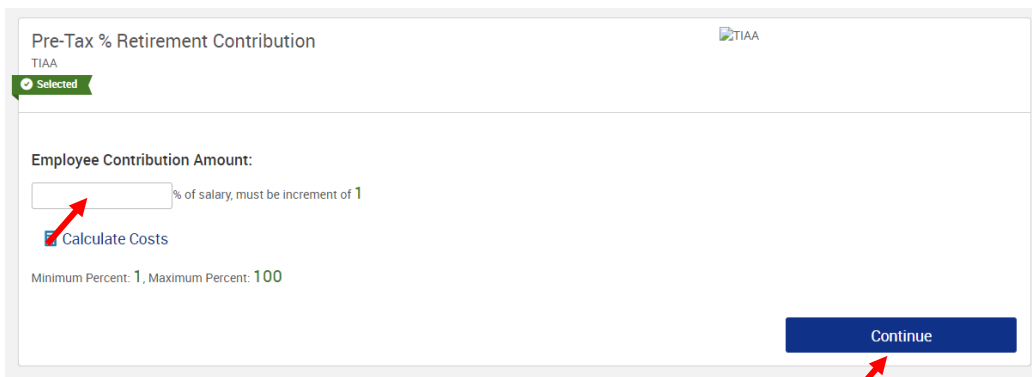
This is a close-up of the 'Pre-Tax 403(b) Employee Retirement Contribution' section. It shows the 'WAIVED' status, the text 'You have waived this benefit.', and the '* Selection Required' warning. The 'View Plan Options' button is highlighted with a red box and a red arrow pointing to it.

8. If you'd like to change to your election click **Select** to the right of the plan you wish to elect.



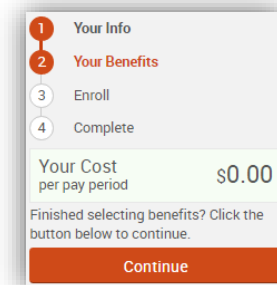
This screenshot shows three rows of retirement contribution options. The first row is 'Pre-Tax \$ Retirement Contribution' with a 'Select' button. The second row is 'Pre-Tax % Retirement Contribution' with a 'Select' button, which is highlighted by a red arrow. The third row is 'Waive Pre-Tax 403(b) Employee Retirement Contribution' with a 'Keep Selection' button. A green 'Selected' tag is visible on the left side of the third row.

9. You will be prompted back to the Enrollment page, listing all available benefits. If any missing field are required, you will be prompted to complete before moving to the next screen.



This screenshot shows the details for the 'Pre-Tax % Retirement Contribution' option. It includes a 'Selected' tag, a text input field for 'Employee Contribution Amount' with a red arrow pointing to it, and a 'Calculate Costs' button. Below the input field, it states 'Minimum Percent: 1, Maximum Percent: 100'. A 'Continue' button is located at the bottom right, also highlighted by a red arrow.

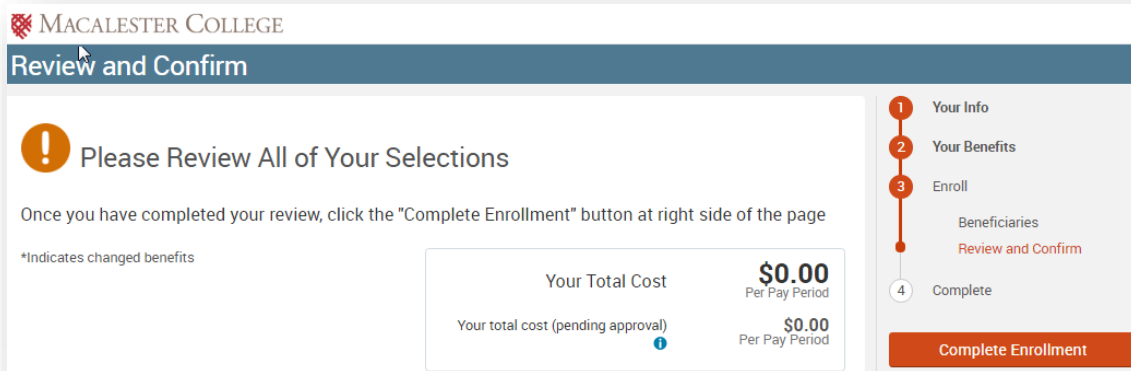
10. Plans may require enrollment or confirmation that you have reviewed the plan information before completing enrollment. You must either waive or view the plan options to make a selection. Complete enrollment by reviewing and selecting all your elections then click **Continue**.



This screenshot shows a summary of the enrollment process. It includes a progress indicator with four steps: 1. Your Info, 2. Your Benefits (highlighted in red), 3. Enroll, and 4. Complete. Below the progress indicator, it shows 'Your Cost per pay period \$0.00' and a 'Continue' button at the bottom, which is highlighted by a red arrow.

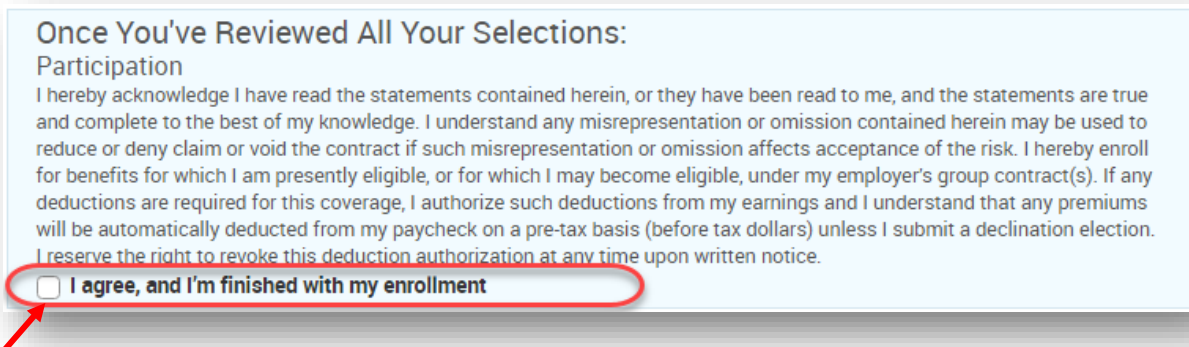
Review and Complete your Enrollment

Your enrollment selections are not considered complete until you complete all 4 steps in the process. However, you may exit your enrollment by clicking the **Exit Enrollment** at the upper right hand corner. To return to your Enrollment within your enrollment period, go to the [Benefits Portal](#) and click on the **Continue Your Enrollment** on the benefit enrollment home page.



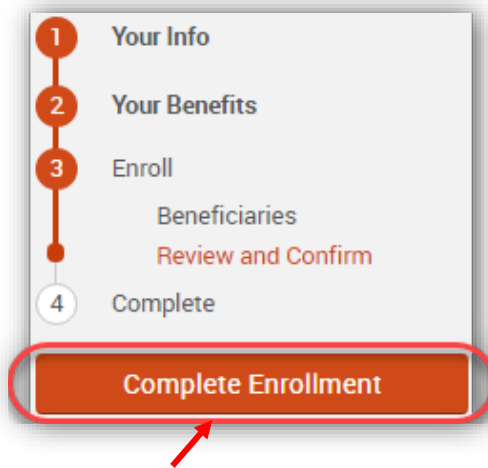
The screenshot shows the 'Review and Confirm' step of the enrollment process. At the top left is the Macalester College logo. The main heading is 'Review and Confirm'. Below this is a warning icon and the text 'Please Review All of Your Selections'. A message states: 'Once you have completed your review, click the "Complete Enrollment" button at right side of the page'. A note indicates '*Indicates changed benefits'. A cost summary box shows 'Your Total Cost' as '\$0.00 Per Pay Period' and 'Your total cost (pending approval)' as '\$0.00 Per Pay Period'. On the right, a progress bar shows four steps: 1. Your Info, 2. Your Benefits, 3. Enroll (with sub-steps Beneficiaries and Review and Confirm), and 4. Complete. A 'Complete Enrollment' button is at the bottom right.

11. Before confirming, please review all your selections. Should you need to change a selection, click **Edit** to do so.
12. If all your selections are accurate, scroll to the bottom to review the participation agreement. Check the box **I agree, and I'm finished with my enrollment**.

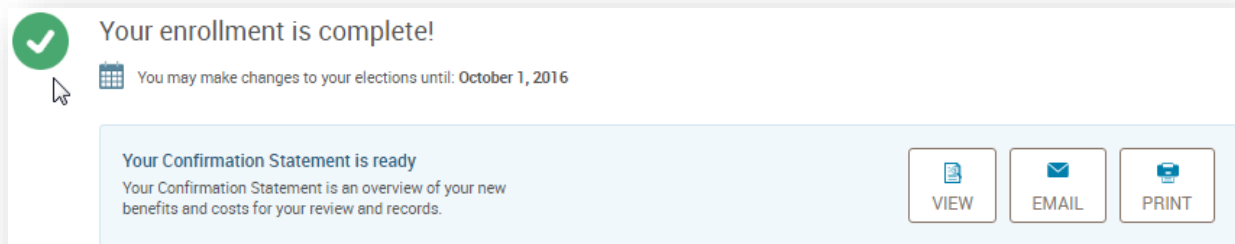


The screenshot shows a participation agreement section with the heading 'Once You've Reviewed All Your Selections: Participation'. The text reads: 'I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny claim or void the contract if such misrepresentation or omission affects acceptance of the risk. I hereby enroll for benefits for which I am presently eligible, or for which I may become eligible, under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (before tax dollars) unless I submit a declination election. I reserve the right to revoke this deduction authorization at any time upon written notice.' At the bottom, there is a checkbox next to the text 'I agree, and I'm finished with my enrollment', which is circled in red with an arrow pointing to it.

13. Click on **Complete Enrollment** to the right of the screen to finalize your enrollment.



14. Now your enrollment is complete! You may choose to view, email or print a confirmation statement for your records.



15. After completing all actions, please log out by clicking the **Log Out** button on the upper right hand corner.

