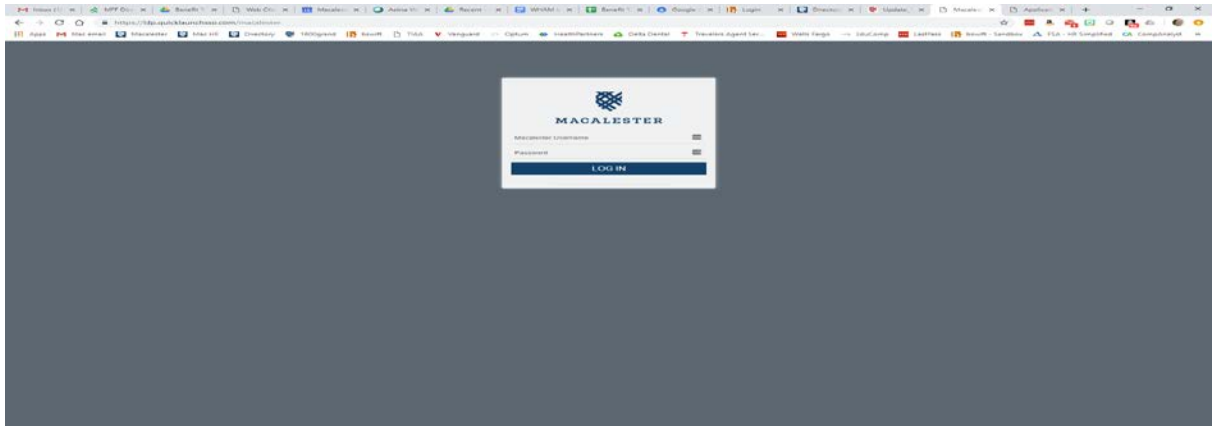# How to Update Your HSA and Retirement Contributions Online

To directly access the Benefits Enrollment website, visit the **Benefits Portal**.
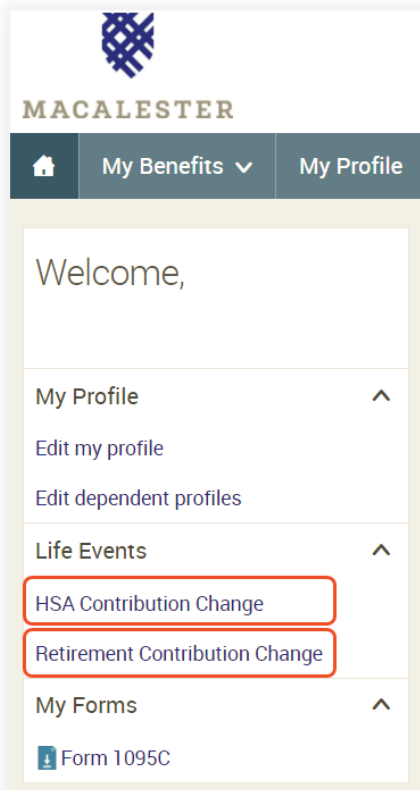

Log-in Information

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.

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

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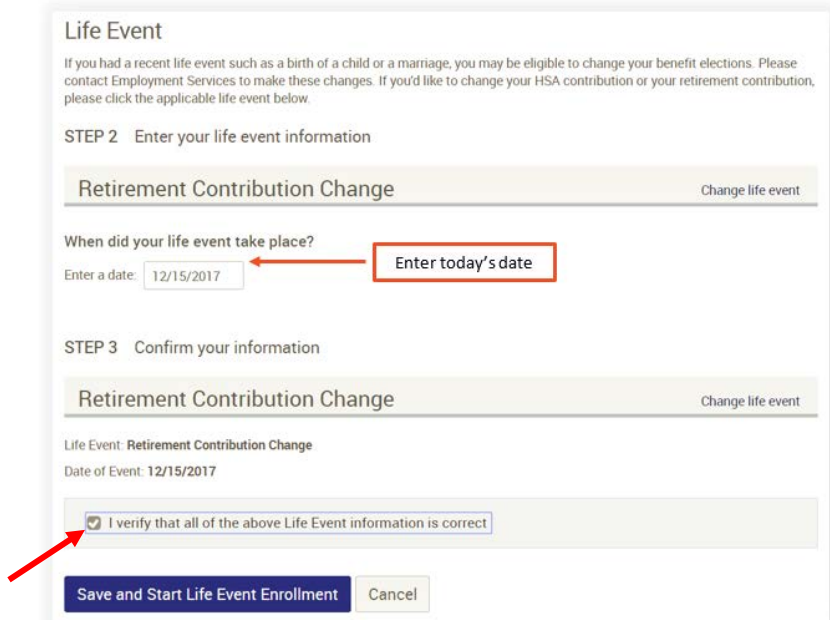
For questions, please contact jdempste@macalester.edu or rhartman@macalester.edu

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**".

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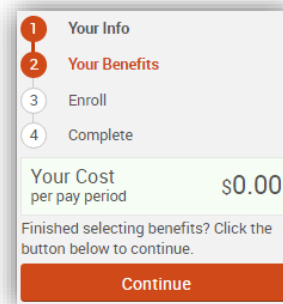

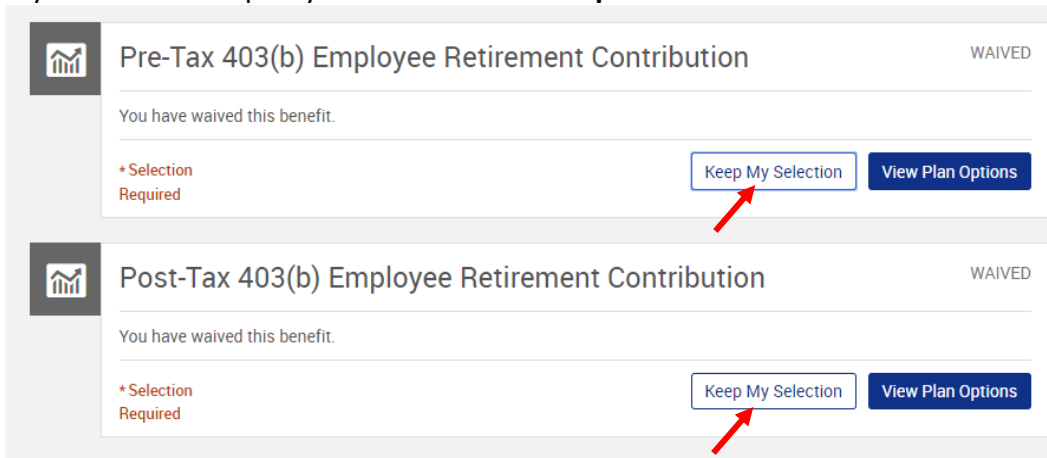For questions, please contact jdempste@macalester.edu or rhartman@macalester.edu

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.
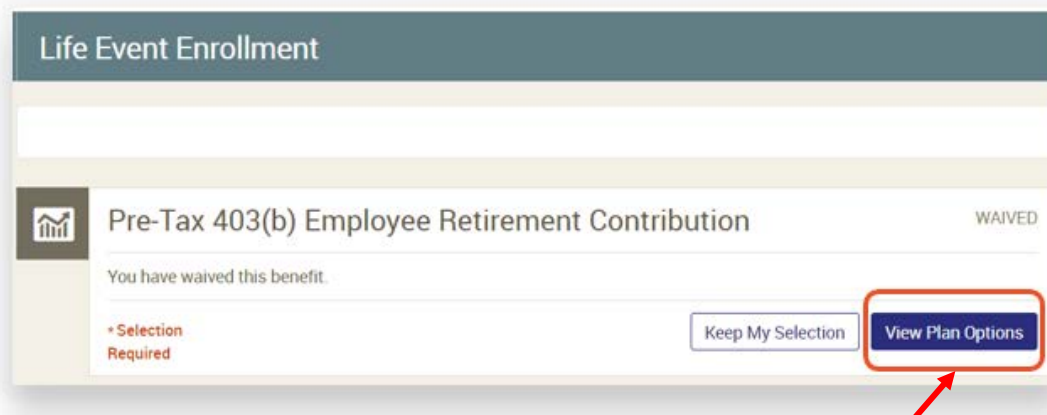

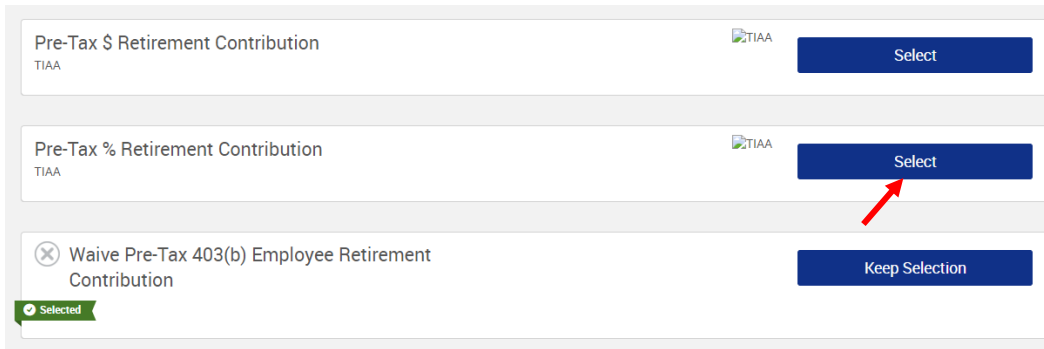6. If you'd like to keep to your election click **Keep Selection** to continue with the current election.

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

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

8. If you'd like to change to your election click **Select** to the right of the plan you wish to elect.
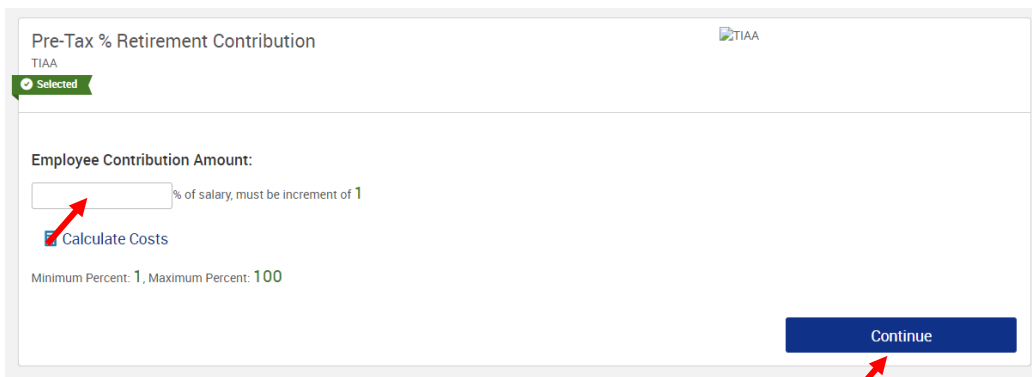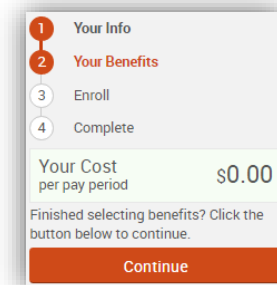
Pre-Tax $ Retirement Contribution TIAA	TIAA	Select
Pre-Tax % Retirement Contribution TIAA	TIAA	Select
⊗ Waive Pre-Tax 403(b) Employee Retirement Contribution ✓ Selected		Keep Selection

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.

Pre-Tax % Retirement Contribution
TIAA
✓ Selected

Employee Contribution Amount:

[   ] % of salary, must be increment of 1

☑ Calculate Costs

Minimum Percent: 1, Maximum Percent: 100
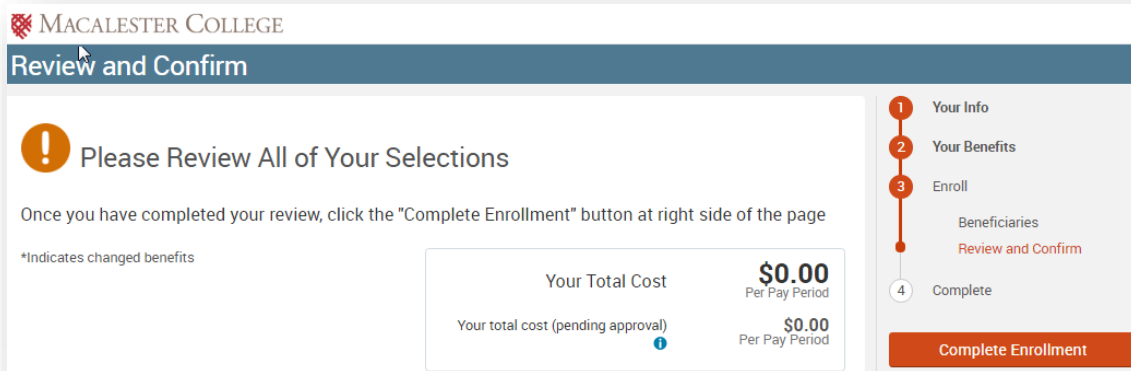
Continue

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**.

1 Your Info
2 Your Benefits
3 Enroll
4 Complete

Your Cost
per pay period $0.00

Finished selecting benefits? Click the button below to continue.

Continue

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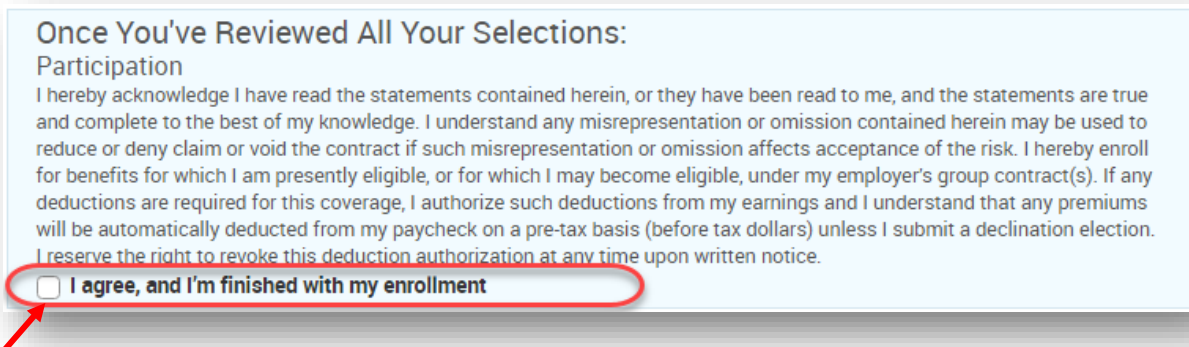
Review and Complete your Enrollment

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.
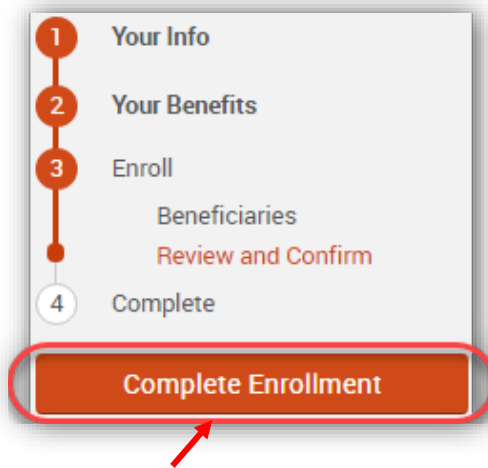

11. Before confirming, please review all your selections. Should you need to change a selection, click **Edit** to do so.

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.**
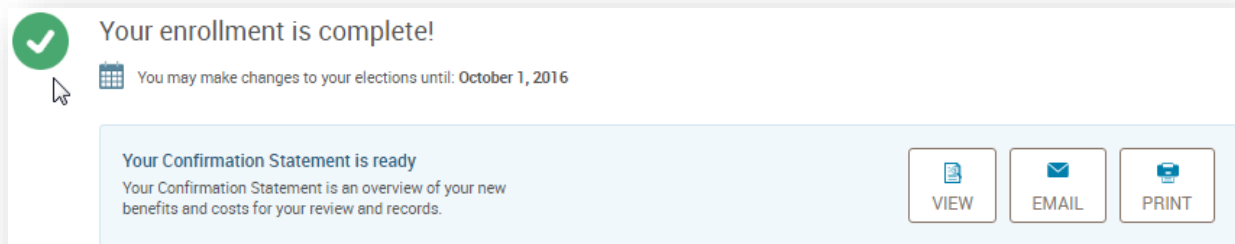

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13. Click on **Complete Enrollment** to the right of the screen to finalize your enrollment.

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.

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