

How to Change Your Health Savings Account Contributions

1. Login to the [Total Rewards](#) website and select **Your Benefits Resources**. From the Welcome Page, hover over **Health and Insurance** and select **Change Coverage** from the menu.

The screenshot shows the BMC Total Rewards website interface. At the top, there is an orange header with "Customer Service - Read Only" on the left and "Choose New Customer" on the right. Below this is a dark grey navigation bar with links for "Your Profile", "Secure Mailbox", "Feedback", "Contact Us", and "Log Off". The main content area has the heading "Your Benefits Resources™" and the BMC logo. A secondary navigation bar contains "Home", "Health and Insurance", "Life Events", "Other Benefits", and "Knowledge Center", along with a "Print" icon. The "Health and Insurance" dropdown menu is open, showing three columns: "TAKE ACTION" (with "Change Coverage" and "Find a Doctor"), "OVERVIEW" (with "Health and Insurance Summary", "Your Health Care Costs", "Current Coverage", "Insurance and Other Benefits", "Beneficiaries", "Payroll Deductions", "Plan Information", "Other Sites", "Forms and Materials", and "Recent Requests"), and "PLAN DETAILS" (with "Medical", "Dental", and "Vision"). A grey arrow points to the "Change Coverage" link. Below the dropdown, a "Plans" section lists "BCBS HSA", "Metlife Dental PPO", and "Vision Service Plan" with "Details" links. To the right, there is a "Summary of Benefits and Coverage" section with a "View Details" link.

2. The Change Your Current Coverage page displays. Select **HSA Contribution Change** from the drop down box.

Customer Service - Read Only Choose New Customer

Your Profile | Secure Mailbox | Feedback | Contact Us | Log Off

Your Benefits Resources™

Home | **Health and Insurance** | Life Events | Other Benefits | Knowledge Center | Print

Change Your Current Coverage

Choose the life event that describes the reason for your change in status. If the reason for your change in status isn't listed here, call the Your Benefits Resources Customer Service Center.

If you've experienced more than one life event within the last 31 days, choose the one that occurred first. When you're finished changing your current coverage, come back to this page to make changes based on the event that occurred second.

HSA Contribution Change

Enter the date of the life event you choose (for example, the date of your marriage or your child's birth/adoption).

If the life event occurred more than 31 days ago, you must wait until the next annual enrollment period, or until you have another qualified change in status, to change your coverage.

Enter date of life event (mm-dd-yyyy)

Continue

3. Enter the current date and press **Continue**. Contribution changes are effective the 1st of the following month.