HSA Change

| Enrollment Steps | Screen Shots |
| --- | --- |
| 1. Sign in (Option a, b, or c) |  |
| * 1. Single Sign On (SSO)      1. Log into MySLCC      2. Navigate to the Employee Tab of MySLCC.      3. Click on the Benefit Enrollment link underneath the Employee Dashboard. (When using this link, you may be asked to also sign into your SLCC Microsoft Office 365 account.) | Benefits Enrollment Portal on your myslcc page |
| * 1. Direct Login      1. Open the link: [https://slccbenefits.hrintouch.com](https://slccbenefits.hrintouch.com/)      2. To log in please use the following: Username = “SLCC” + “ID#” Example: SLCCS00123456. Temporary Password = SSN with dashes. Example: 999-99-9999      3. Create a new password | Direct Login Screen |
| * 1. App      1. Install the Benefitplace App from Google Play or the Apple App Store      2. Reset your password via *Direct Login* before you use the Mobile App      3. Enter our company code: SLCCBenefits      4. To log in please use the following: Username = “**SLCC**” + “**ID#**” -- Example: **SLCCS00123456.** Password: Newly created password | BenefitFocus App |
| 1. Click on Click here to enroll in Benefits button | Welcome screen on Benefits Communication Portal |
| 1. Change your HSA contribution by clicking on Your HSA Contribution | Chart, treemap chart  Description automatically generated |
| 1. Click Add Contribution or Edit | Review HSA contributions screenshot |
| 1. Decide how you want to contribute to your HSA | click if you want to contribute your own money to the HSA |
| 1. Say how much and how often you want to contribute to the HSA if you selected Custom Amount | say if you want to contribute to the HSA ongoing or just once |
| 1. Save your changes by clicking Save & Continue | Completed HSA contribution screen showing the save button |