

# Member Administration Portal Guidance:

## Mid-Year HSA Changes

Log in to the Member Administration Portal at <https://sehp.member.hrissuite.com>. Following the below steps to elect changes to your HSA contributions.

**Note:** For simplest processing, complete *either the Annual Contribution or Per Paycheck Contribution* field.

Member Portal Account Overview Logout

### Account Overview

Member & Family | **Benefits** | **Mid-Year Benefit Changes** | Enrollments & Events | Forms | Billing | Documents | Payment History

#### Mid-Year Benefit Changes

Change Requests

The table to the right contains a list of all your currently active change requests. These requests may have been submitted by you, or may have been submitted on your behalf by your Human Resources department.

Request Type	Request Date	Status	Actions
No Active Requests			

[Start a New Request](#)

You may view, cancel and create Mid-Year change

Member Portal Account Overview Logout

### Mid-Year Benefit Change Request

Jennifer L Rodgers > Mid-Year Benefit Change > Choose a Request Type

#### Choose a Request Type

**Member Requests**

- Member Waive Coverage (Mid-Year)
- HSA Mid-Year Change**
- FSA (Health Care / Limited Scope) Mid-Year Change
- FSA (Dependent Care) Mid-Year Change
- Communication Form

**Dependent Requests**

- Newly Eligible Dependent
- Add/Drop a Dependent due to a Change in Coverage
- Death of Spouse or Dependent
- Remove Ineligible Dependent

I have read and agree to the [User Agreement and Attestation](#)

[Continue](#)

Unless the change request is due to a catch-up contribution, or a dependent is being added to or removed from coverage at the same time as the HSA change request, select “Change Contribution Amount (No Specific Event)”. Enter the date of the request as the date of the event.

**Note:** For simplest processing, elect *either* the Annual Contribution field or the Per Paycheck Contribution field and enter 0.00 in the other field. Enter a request note describing the change you wish to make.

**HSA Mid-Year Change**

**Change Reason**

- Add Dependent
- Drop Dependent
- Age 55 Catch Up Contribution
- Change Contribution Amount (No Specific Event)

**Date of Event**

**Annual Contribution** \$ 0.00

**Per Paycheck Contribution** \$ 0.00

**Request Note**

**Submit Request**

**Elect only one contribution type.**

**Note:** Election changes to HSA contributions will be effective the next full payroll cycle, meaning that it is normal to see a 2-4 week delay before seeing changes reflected in pay checks, depending on when in a payroll cycle the change request is made.