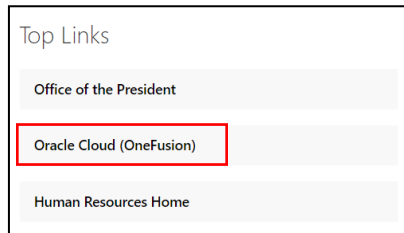
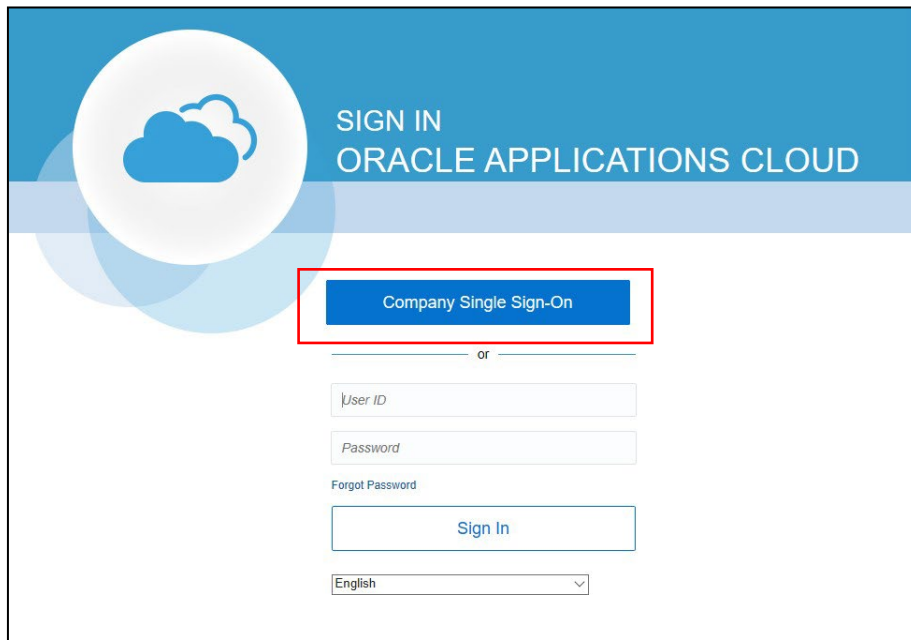


Updating HSA Contribution during Open Enrollment

1. Navigate to the **Oracle Cloud system**. A link can be found on the Blueslink homepage.



2. Select **Company Single Sign-On**.

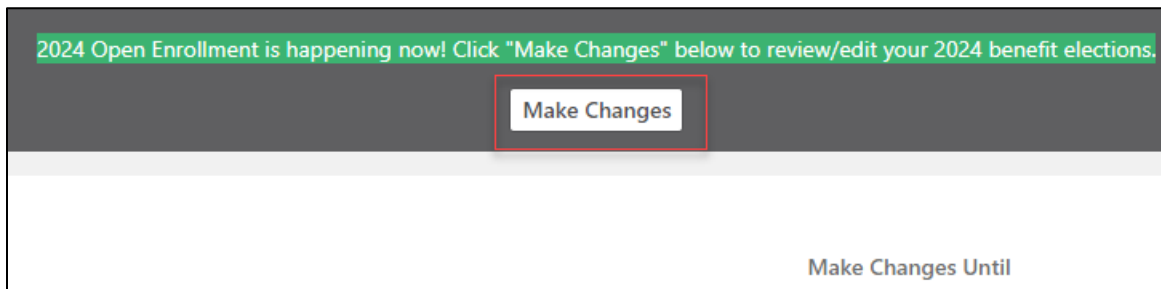


3. Under the Me section, select the **Benefits** icon.



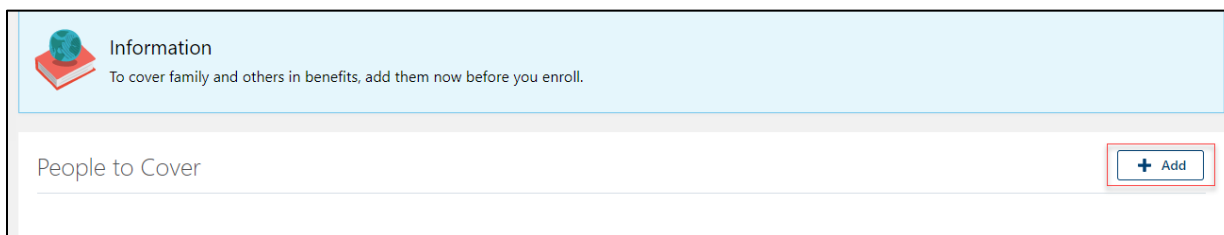
Updating HSA Contribution during Open Enrollment

4. Select **Make Changes**.



5. To cover eligible dependents in benefits, add them now before you enroll by selecting **Add** under People to Cover. **If a dependent you'd like to be covered under your benefits or designate as a beneficiary is already listed, do not add them again.**

Note: In addition to the required fields marked with an asterisk, **gender**, **date of birth** and the **social security number** are also required to complete enrollment. You will also want to add beneficiaries in this section if they are not already listed. The social security number is not required for beneficiaries.



6. **Add** any applicable Beneficiary Organizations (ex. charity, association, organization, trust) you wish to designate, select **Continue** in the upper right-hand corner.

Note: Beneficiaries who are not organizations should be added under the People to Cover section and not the Beneficiary Organizations section. The Beneficiary Organization section is only for charities, associations, and trusts.

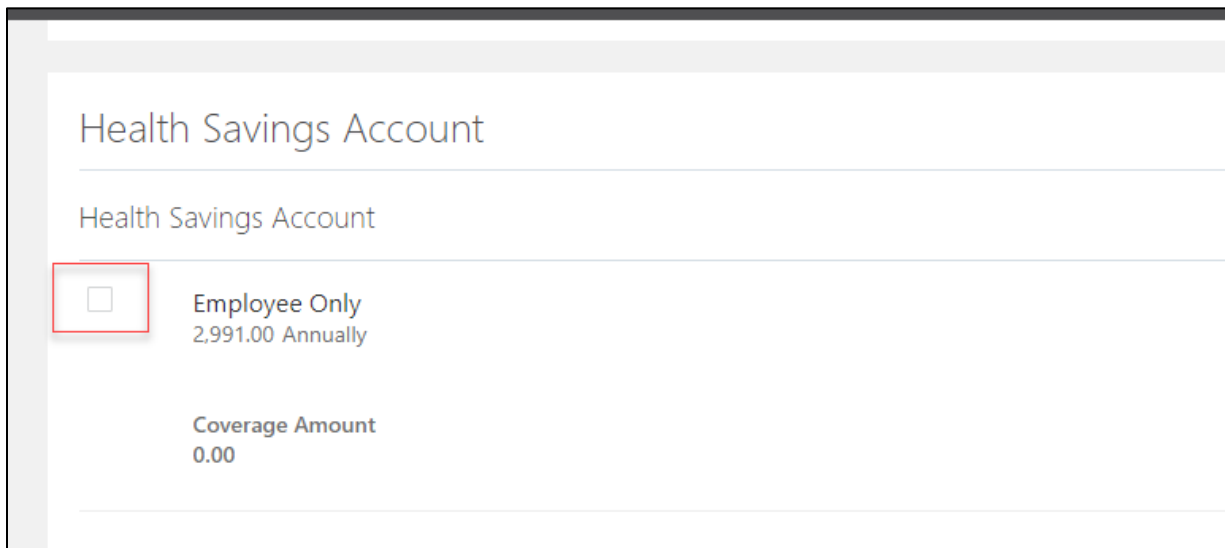


7. Select **Edit** across from Health Plans to make changes to your HSA contribution.



Updating HSA Contribution during Open Enrollment

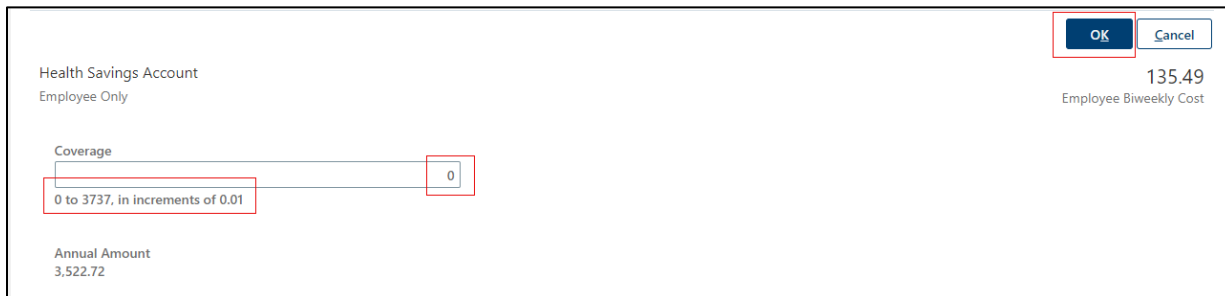
8. Fusion automatically defaults HSA contributions as waived. **Select** the correct benefit tier that applies to you by selecting the check box to the left.



The screenshot shows a web interface for a Health Savings Account. At the top, the title "Health Savings Account" is displayed. Below it, the same title is repeated. A red box highlights an unchecked checkbox on the left. To the right of the checkbox, the text reads "Employee Only" and "2,991.00 Annually". Below this, the text "Coverage Amount" is shown with "0.00" underneath it.

9. The coverage box will appear that will allow you type in the amount you'd like to contribute in 2025. The text below the coverage box provides you with the annual limit you can contribute less the employer annual contribution. If you will be 55 by the end of 2025, the limit displayed will also include the \$1,000 catch up allowed by the IRS.

Once you have decided on the **annual amount** you'd like to contribute type that amount in the coverage box and select **Ok**.



The screenshot shows a web interface for entering the HSA coverage amount. At the top right, there are "OK" and "Cancel" buttons. Below the title "Health Savings Account" and "Employee Only", the "Employee Biweekly Cost" is shown as "135.49". A "Coverage" input field is highlighted with a red box, containing the number "0". Below the input field, the text "0 to 3737, in increments of 0.01" is displayed. At the bottom left, the "Annual Amount" is shown as "3,522.72".

Note: If you contributed to the HSA in 2024, the employee bi-weekly cost for HSA that displays will be your current bi-weekly contribution amount. Once you insert a new annual amount, the employee biweekly cost will change to \$0.00. The bi-weekly cost will calculate once all elections have been **submitted**.

If you did not contribute to this account in 2024, the employee bi-weekly cost will display as \$0.00. The bi-weekly cost will calculate once all elections have been **submitted**.

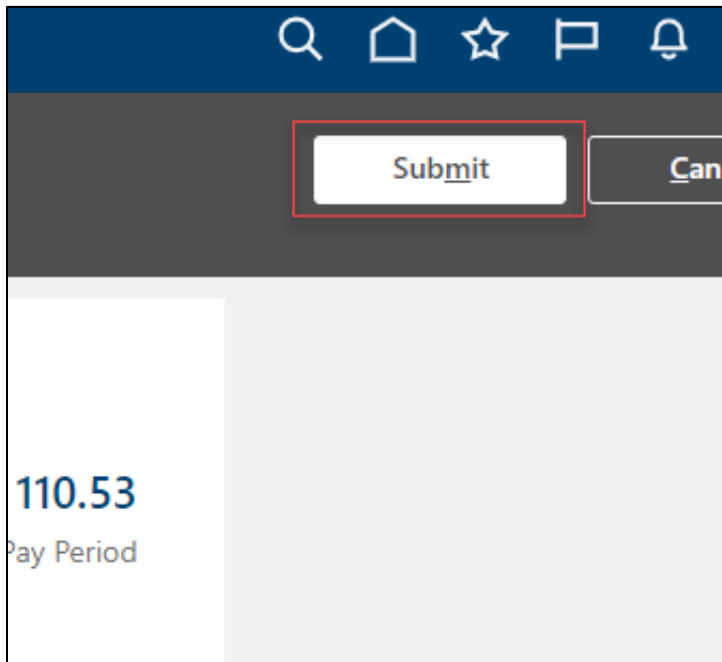
10. Scroll all the way to the top of the page and select **Continue**.



The screenshot shows a dark grey navigation bar at the bottom of the page. It contains two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red box.

Updating HSA Contribution during Open Enrollment

11. Select **Submit**.



12. A confirmation will appear that your elections were saved. This screen will also display the calculated bi-weekly HSA contribution amount that will be deducted bi-weekly from your paycheck and deposited into your HSA.

Updating HSA Contribution during Open Enrollment



Confirmation

Your benefit elections were saved.

You can make changes until 11:59 PM EST, 12/31/2024.

Currency in USD

Your Total Cost Each Pay Period

156.63

Health Plans

Simply Blue HSA Employee Only	0.00
Who's covered? You	▼
BWell Employee + Spouse	
Who's covered? You, James Lawson	▼
Blue Dental EPO Employee Only	3.00
Who's covered? You	▼
Blue Vision VSP Employee Only	1.50
Who's covered? You	▼
Health Savings Account Employee Only	143.73
Who's covered? You	▼