

How to Adjust Your HSA Annual Contribution Amount

1. Go to www.myinframarkbenefits.com
2. Click on “ENROLL” or “ENROLL NOW”
3. Log in to your Inframark enrollment portal
 - Your Login ID is your 6-digit employee ID number. If you are unsure of your employee ID number, please ask your manager/supervisor.
4. After you have logged in. Scroll down the home page and click on “My Benefits”
5. Click the “Proceed” button at the bottom of each page until you arrive at the FSA and HSA section.
6. Click on the “CHANGE” button that is on the same line as “Health Savings Account”

Health Savings Account

\$1,500.00

CHANGE

7. Enter in your updated ANNUAL contribution amount for the current calendar year.
 - \$3,850 = IRS limit for Employee Only Coverage
 - \$7,750 = IRS limit for Employee + Child(ren)/Spouse/ or Family Coverage
 - (If you are age 55 or older, but not enrolled in Medicare, you can contribute an additional \$1,000 catch-up contribution to your HSA)

The amount that Inframark contributes into the account on your behalf counts towards the annual maximums listed above.

8. Click “SAVE”
9. Check the box with the acknowledgement before proceeding
 - I understand that an H.S.A. is an individual bank account. By checking this box, I certify that I accept the terms and conditions for this account and have reviewed and accept the [Custodial Agreement and Disclosure Statement](#), [Important Information on Patriot Act Requirements](#) and the [Electronic Disclosure](#).
10. Click “PROCEED” until you arrive at the page instructing you to “Review & Submit Your Elections”
11. Scroll down and verify that your updated HSA annual contribution amount shows
12. Scroll down to the bottom of the page, click “SUBMIT THESE ELECTIONS”
13. PRINT or SAVE the confirmation page

If you wish to confirm that your updated HSA annual election has been received. Please call the Online Benefits Service Center at 800-307-0230.