Benefitfocus Detailed Update HSA Contribution Instructions

1. Visit the One Campus Portal at onepurdue.edu, select the “Benefit Enrollment (Active) – Benefitfocus (Faculty/Staff/Grad Staff)” button.

*Tip: To narrow your options, type “Benefitfocus” in the search box at the top of the page.

2. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details.

To update your HSA contribution, click on the “To Enroll, Make a Change, and View Your Benefits CLICK HERE” gold button located at the top right of your screen.
3. On the “Manage Your Benefits” page, under “MANAGE ACCOUNT” on the left side of the page, select “View HSA Contribution”.

4. From the “Choose your Health Savings Account (HSA) plan.” screen, choose “Decline Coverage” to stop Purdue employer contributions or select “Next” to start, update or stop your employee HSA contribution.
5. If you are setting a contribution up for the first time, skip to step 6. If you have an HSA contribution set up currently and would like to change the amount, you will first need to click “Edit” to enter an end date for that contribution before entering a new contribution amount.

To end your current contribution, enter the end date. Once you have entered an end date, click “Update”.

**NOTE:** Updates to HSA contributions are subject to the timing of payroll cutoff dates each pay period and generally take effect within 1 - 2 pay periods.
6. To start a new contribution amount, select “+ Add contribution”.

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7. In the text box on the page, enter the amount you would like to contribute per paycheck, then select “Add contribution”.

8. From the “Contribute to your Health Savings Account (HSA)” page, view the contribution changes you’ve made to confirm they are set up correctly then select “Save”.

![Contribute to your HSA page](image1.png)

![Contribute to your HSA page](image2.png)
9. Once you’ve entered your HSA contribution update, you will be directed back to the “Manage Your Benefits” page. From here, you may log out by selecting your name located at the top right corner and “Log off”.