1. Visit the One Campus Portal at one.purdue.edu, select the “Benefit Enrollment - Active Benefitfocus (Faculty/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 “Contribute to your Health Savings Account (HSA), under Actions, click “Edit” for “Employee ongoing contribution.”
5. Next, you will need to end your current contribution by selecting the arrow to “Change contribution start and end dates.” From the “Ending paycheck” drop down choose the earliest end date listed. Once you have entered an end date, click “Update”.

6. To enter a one-time contribution, select the black “+ Add contribution” button.
7. Under “Contribution Type,” choose One time.

8. Enter the amount you wish to contribute and choose your contribution date. Then select “Add contribution.”

9. 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”.
10. 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”.

Welcome to the Purdue Benefits Portal!

Hello, to make the best of your benefit offerings, please remember:

1. This enrollment site offers interactive tools to help you compare your medical plan options and costs, manage your beneficiary information, and submit required documents. Please take advantage of all the enrollment site has to offer, so you can make the best benefit decisions for you and your family.

2. You may update your beneficiary information or make changes to your Health Savings Account (if eligible) at anytime without a qualified life event.

3. When you enroll a family member, you must be able to provide a date of birth and Social Security Number (if dependent is 6 months or older). Documentation is required for any newly added eligible dependents in order to enroll them in coverage.

4. If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits within 30 days of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.

5. If you have questions or need assistance with enrollment, please contact Purdue Benefits at xxx-xxxx.

Important Messages for You

Life Event Document Request
The following document(s) are required to be submitted and approved by your administrator for benefit changes to take effect: Proof Of