



# BerniePortal How To: *Update HSA Contributions*

**Follow the steps below for instructions on how to update HSA Contributions.**

- Step 1:** Log in to your BerniePortal employer account.
- Step 2:** Select **Employees** from the black bar at the top of the home page.
- Step 3:** From the list of employees, find the employee who would like to change their HSA contribution.
- Step 4:** Hover over the *gear wheel* located to the right of their name and select **Change HSA Contribution**.
- Step 5:** Unfreeze the selected employee's HSA account by clicking **OK** when prompted. The employee will move to the bottom of the enrolled employees.  
*If you are having trouble finding the employee, enter their name into the search box located in the upper right corner of the page.*
- Step 6:** Hover over the *gear wheel* located to the right of their name and select **Edit HSA election**. Click **OK** to masquerade as the employee.
- Step 7:** Click **Begin Enrollment**.
- Step 8:** Enter December 31, 2020 for the effective date of change.
- Step 9:** Enter the per pay period deduction at the bottom of the page.  
*2021 HSA limits: Single Coverage = \$3,600/Family Coverage = \$7,200*