



Changing Your HSA Contribution

You can make changes to your HSA contribution through Alight Worklife™ online benefits portal at any point in throughout the year.

Step One: Log into Your Alight Portal

Link: worklife.alight.com/cityofnashua

Username: your Employee ID (NOT badge number)

Password: the password you created

For password resets, email benefits@nashuanh.gov





Step Two: Quick Actions Tab

Under the Quick Actions tab, click on *Change Current Benefits*

Quick Actions



View your coverage



Change current benefits



View docs & resources

Step Three: HSA Contribution Change

Under **I want to change my benefits**, click on *Health Savings Account (HSA)*

Contribution

Change

I want to change my benefits

(without having a change in my life or work)

Health Savings Account (HSA) Contribution Change

Beneficiary update/addition

Step Four: View/Change

Under Medical, click on the blue view/change button

NOTE: you will not change anything under your medical benefits besides the HSA Contribution



Step Five: Enrollment Progress

Confirm your benefits by clicking on the Continue Button

NOTE: You will not make changes to your current HDHP enrollment at this time. For instructions/information on qualifying life events, reach out to the Benefits Department.

Who is being covered?

Employee Only
 Employee and 1
 Employee and 2 or More

Would you like money for this benefit deducted from your paycheck before taxes have been deducted?
 Yes No

Available Plans

Waive Currently Enrolled Select this plan	Your cost per pay period \$0.00
<input checked="" type="checkbox"/> Anthem HDHP w/HSA Employee Only Currently Selected	Your cost per pay period \$44.99

Enrollment progress

- 1 Review and Make Elections
- 2 Confirm & Complete Enrollment
- 3 Review Next Steps

[Continue](#)
[Return to Benefit Summary](#)

Your Total Cost
\$0.00

Your Estimated Paycheck
\$1,445.82

- HSA Terms and Conditions
- Anthem Preferred Blue PPO HDHP without HSA
- Anthem Preferred Blue PPO HDHP with HSA
- Anthem Access Blue NE HMO 1500
- Anthem Access Blue NE HMO 250
- Anthem BlueChoice NE POS
- BCBS 1500/3000 Plan

Eligibility

Since you enrolled in a high c

First, let's make sure you're e

- I'm covered by Medic
- I'm covered by anoth
- I receive reimbursem
- I will be claimed as a
- None of the above.

Step Six: Eligibility

Confirm your eligibility by only check-
ing off what applies to you then click the
continue button.





Step Seven: Terms & Conditions

Review the HSA Terms and Conditions then check off the Review and Acknowledgment boxes and accept the Terms and Conditions. Press continue.

Review HSA Terms and Conditions

- I acknowledge that I have read
- I have read the Consent to Elec statements, in electronic format. By receive information about my accou

Important information about p

To help the government fight the fundii record information that identifies each
What this means to you: When you ope you. We may also ask to see your driver

Accept Decline

Step Eight: Contributions

Change your contribution by pay period/annual amount then press continue. NOTE: the annual amount in Alight calculates the fiscal year NOT the calendar year.

Contributions

Your recurring contribution

Pay period Annual Contribution amount \$20.00

\$520.00 annually

Spending Accounts

You have access to one or more spending account options. Please enter an annual election, or 0 if you do not wish to contribute.

Continue

Return to Benefit Summary





Step Nine: Confirm your PCP

Review your Primary Care Provider's number and make changes if appropriate. Press continue.

Step Ten: Confirm

You will see the HSA contribution change you just completed. Once reviewed, click the Continue Button.

Completed Benefits

<p>Medical Anthem HDHP w/HSA Employee Only 52 Deductions per year</p> <p>View / Change</p>	<p>Employer Cost \$179.96</p>	<p>Your Cost \$44.99</p>
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The benefits below are not eligible to change at this time.

<p>Health Savings Account HSA (\$520.00) 26 Deductions per year</p>	<p>Employer Cost \$0.00</p>	<p>Your Cost \$20.00</p>
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Enrollment progress

- 1 Review and Make Elections
- 2 **Confirm & Complete Enrollment**
- 3 Review Next Steps

[Continue](#)

Dependents and Beneficiaries

Your Total Cost \$64.99
 Your Estimated Paycheck \$1,381.40

Step Eleven: Complete Enrollment

Review your changes and click on *Complete Enrollment*

Almost finished

Please indicate approval below and click the Complete Enrollment button to the right to indicate agreement.

Elected benefits

	Employer Cost	Your Cost
<p>Medical Anthem HDHP w/HSA Employee Only 52 Deductions per year</p>	\$179.96	\$44.99
<p>Health Savings Account HSA (\$520.00)</p>	\$0.00	\$20.00

Enrollment progress

- 1 Review and Make Elections
- 2 **Confirm & Complete Enrollment**
- 3 Review Next Steps

[Complete Enrollment](#)

Return to Benefit Summary

Dependents and Beneficiaries

Questions? Reach out to the Benefits Department at benefits@nashuanh.gov or by calling 603-589-3220

