

CHANGE HSA ELIGIBILITY IN MYADP



1. Login to ADP

A screenshot of the ADP login page. At the top, it says "Welcome to ADP". Below that is a "USER ID" field with a "Remember User ID" checkbox and a "PASSWORD" field. A "LOGIN" button is centered below the fields. Below the button is a link for "Forgot your ID/Password?". At the bottom, there is a "First Time User?" section with a "REGISTER NOW" button. A small "Administrator Sign In" link is visible next to the user ID field.

2. Select Benefits and then click on Welcome

A screenshot of the PIMA COUNTY website navigation menu. The menu items are "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", and "Benefits". The "Benefits" item is highlighted, and a "Welcome" button is visible below it.

3. Select "here"

A screenshot of the PIMA COUNTY website's "Welcome" page. The page title is "Welcome". Below the title, it says "Welcome to your Benefits, where you can:" followed by a bulleted list: "Access your Benefits information", "View your Benefits Summary", and "Modify your Dependent information". At the bottom, it says "Click here to access your Benefits Information." The word "here" is highlighted in yellow.

CHANGE HSA ELIGIBILITY IN MYADP



4. Select Declare an Event

The screenshot shows a grid of four white panels with rounded corners and a light gray border. Each panel has a title, an icon, a short description, and a button.

- Current Benefits:** Icon of a purple first aid kit. Text: "Review your current benefits or download confirmation statements related to benefit changes." Button: "VIEW BENEFITS".
- Report a Qualifying Change:** Icon of a pink shield. Text: "Add/remove a dependent or report any event that allows you to make changes outside of the yearly enrollment period." Button: "DECLARE AN EVENT" (highlighted in yellow).
- Manage Information:** Icon of three blue people silhouettes. Text: "Edit or add dependents or beneficiaries. Manage your personal & Medicare info." Button: "MANAGE".
- Forms & Plan Documents:** Icon of a green document. Text: "Find benefit forms and plan documents you need here." Button: "VIEW ALL".

5. Select Change to HSA Eligibility Certification from the list of events at the bottom left

A vertical list of event types is shown within a white box with a black border. The text is gray, except for one item which is highlighted in yellow.

- Dependent Loses Other Coverage
- Dependent Care Cost Change
- Pre-Tax Parking Reimbursement Enroll/Change/Drop
- Death of Spouse / Domestic Partner
- Death of Child
- Change to HSA Eligibility Certification** (highlighted in yellow)
- Benefit Load Event

CHANGE HSA ELIGIBILITY IN MYADP



6. Enter Today's Date and press Continue

Change to HSA Eligibility Certification

Health Savings Account (HSA) is available to employees that enroll in the High Deductible Health Plan w/HSA and meet the requirements as defined by the Internal Revenue Service (IRS). Employees may contribute to their HSA on a pre-tax basis and utilize funds to help pay for qualified health expenses.

DATE OF EVENT

10/22/2019 

Valid dates for this life event are between 10/22/2019 and 10/22/2019.

 **Required Documentation**

For additional information on eligibility, please refer to IRS requirements ([Publication 969](#)) or speak with a tax advisor before enrolling in the HSA.

CONTINUE

7. Select HSA Not Eligible and then Continue to Benefits

Health Savings Account Eligibility

Please answer the following in regard to your eligibility for a Health Savings Account.

I have reviewed the IRS requirements ([Publication 969](#)) for Health Savings Accounts (HSA) and I certify that I am:

HSA Eligible

HSA Not Eligible

8. Select Next: Review Elections

0 BENEFITS NEED REVIEW

1 DAYS LEFT TO MAKE CHANGES

FINISH LATER **NEXT: REVIEW ELECTIONS**

CHANGE HSA ELIGIBILITY IN MYADP



9. Select Next: Confirm Enrollment

Step 2 - Review Your Elections

[FINISH LATER](#) [NEXT: CONFIRM ENROLLMENT](#)

 This is only a **Review**.
Your elections will not be processed until you complete the step when you select 'Confirm Enrollment'.

10. Select I Agree and Confirm Enrollment

Agree and Confirm Enrollment

By completing this enrollment, you are agreeing to the release and use of your and your dependents information, including personal health information, to Pima Countys Health Benefit Plan and its contracted partners for the administration of your health benefits.

[I AGREE AND CONFIRM ENROLLMENT](#) [✕ CANCEL](#)

11. Download your Confirmation for your own records

You have completed your enrollment. ✕

You have until 11:59 pm ET on October 23, 2019 to make changes to your elections.

Confirmation # 2512493 [📄 DOWNLOAD CONFIRMATION](#)

12. You have completed the event!