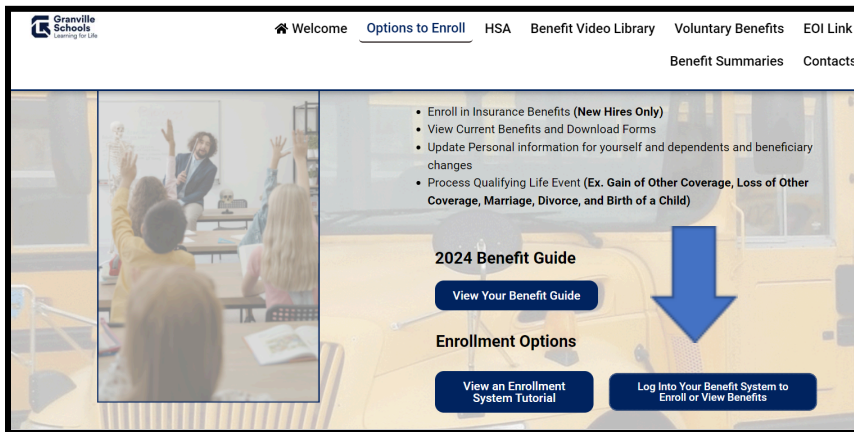


HOW DO I ????

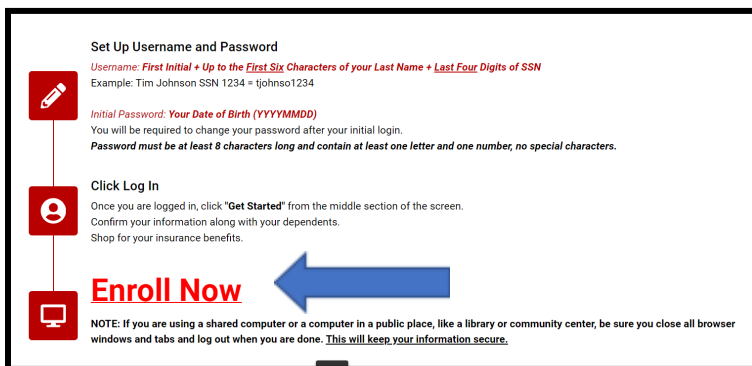


How to change your HSA contribution in the Explain My Benefits system

1. Start here - <https://embbenefits.com/granville/>
2. **Log Into your Benefit System to Enroll or Review Benefits**



3. **Click Enroll Now**



HOW DO I ????

4. Enter your Username and Password- This would have been the password you would have set up during open enrollment. If you do not remember your password, please click on Need Help? It will walk you through how to reset your password.



5. Click **Login**

HOW DO I ????

6. Click **Update My Benefits**

Welcome

Please choose one of the options to the left

Update My Benefits

Or you can [review your current benefits](#)



7. Click **Change HSA Contribution**

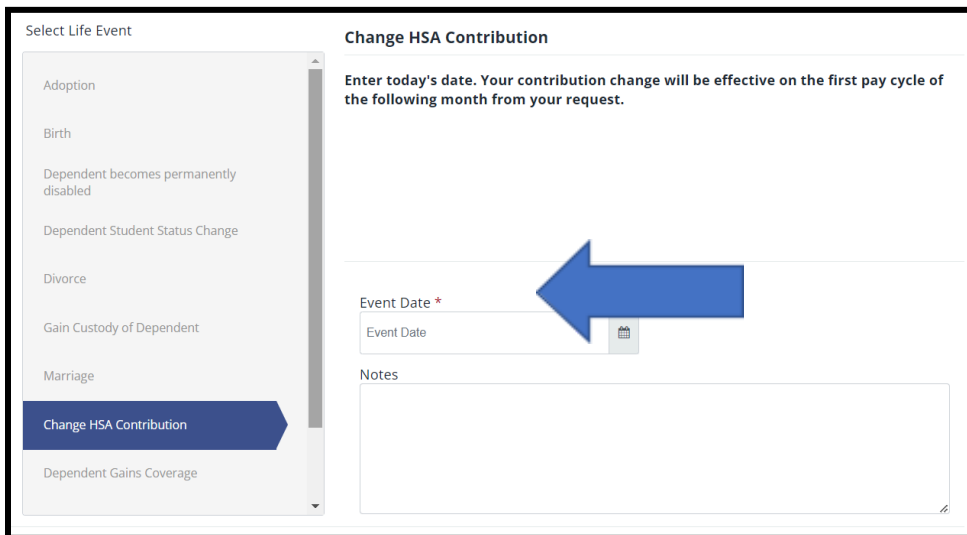
Select Life Event

- Adoption
- Birth
- Dependent becomes permanently disabled
- Dependent Student Status Change
- Divorce
- Gain Custody of Dependent
- Marriage
- Change HSA Contribution**
- Dependent Gains Coverage



HOW DO I ????

8. Enter **today's** date - in the event date- no other dates can be used (deduction changes will be effective the first of the following month from your request). Also include any notes in the notes field that you might have.




Select Life Event

- Adoption
- Birth
- Dependent becomes permanently disabled
- Dependent Student Status Change
- Divorce
- Gain Custody of Dependent
- Marriage
- Change HSA Contribution**
- Dependent Gains Coverage

Change HSA Contribution

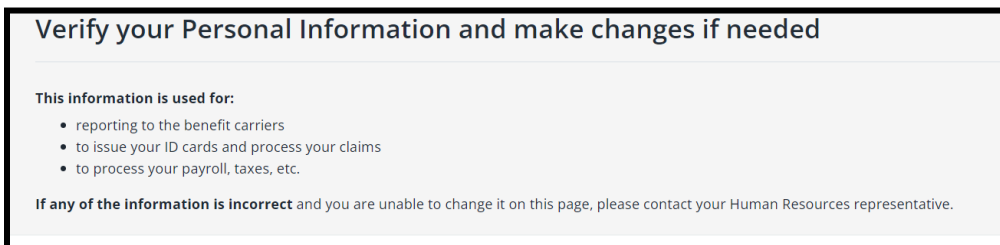
Enter today's date. Your contribution change will be effective on the first pay cycle of the following month from your request.

Event Date *

Event Date 

Notes

9. Verify your Personal Information and make changes if needed. When Complete click Next: Review My Family



Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

Next: Review My Family 

HOW DO I ????

10. Verify your Dependent Information on file

Review the Dependent Information on file below

Dependents must be listed on this page to be enrolled in coverage.

You may:

- Add New Dependents: **Please add ALL benefit eligible dependents to your Family Profile. Doing so will ensure all available benefits are offered during your enrollment experience. Valuable spouse and child benefits will NOT be presented to you if your benefit eligible dependents have not been added to your Family Profile below.**
- Edit Existing Dependent Information
- Remove Existing Dependent

By adding a dependent, you are confirming that this a legal dependent, eligible for benefits under one or more of your available plans.


Please note: If you add a dependent on this screen, the system will **NOT** automatically add them to any benefits. You must actively add them under each benefit screen presented. If you wish to **remove** a dependent from any active coverage you can do so by un-selecting the dependent's name on each of the benefit screens.


DO NOT DELETE the dependent record in this selection as this will prevent the carriers from receiving an accurate coverage termination date for the specific dependent coverage.

11. Once you have Verified your Dependent information you will click on Next: Shop for Benefits



12. Click Health Savings Account, then View or Change- Please note your current per pay amount will be whatever is currently being deducted out of your check.

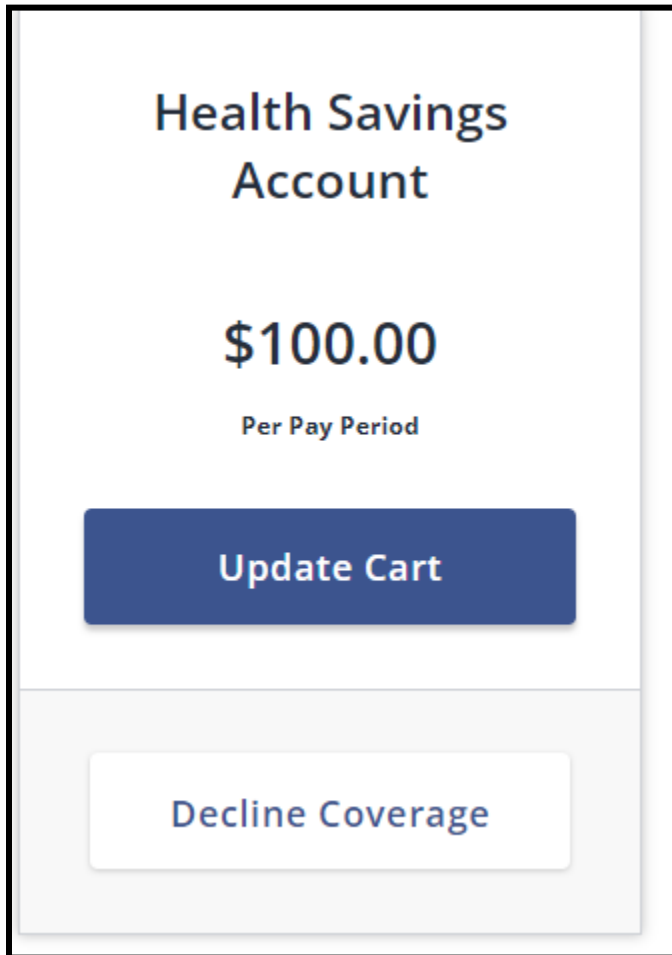


| Health Savings Account | | |
|--|----------------------------|--------------------------------|
|  Generic Health Savings Account | \$100.00 Per Pay Period | View or Change |

HOW DO I ????

13. Click on Annual (yearly) Contribution and fill in Annual (yearly) amount or click on Per Pay Period amount and enter Per Pay Amount click **Update Cart** when complete. (Please note your amount should reflect the amount you have chosen.)

HOW DO I ????



14. Scroll to the bottom of the Pre-Confirmation screen and click **Review and Checkout**

