

# HOW TO CHANGE YOUR HSA

Learn all you need to know about updating contributions to your health savings account (HSA)



## Step 1:

Log into OKTA Single Sign-On at [sunrun.okta.com](https://sunrun.okta.com) and click on the **Workday** tile.

## Step 2:

Click on the Benefits icon.

## Step 3:

Under Change, click on Benefits.

## Step 4:

For the Benefit Event Type, select HSA Contribution Change. Enter today's date and click Submit at the bottom.

## Step 5:

Return to the Workday home screen and there will be a new HSA Contribution Change event in your inbox.

## Step 6:

Click on the event and follow the steps to update your contribution. In step 1, you will need to confirm your Tobacco Use status, if you haven't done so already.

## Step 7:

Update your HSA contribution amount in Step 2 by entering a new per-paycheck (semi-monthly) amount. Click Continue.



The next page will confirm the change you have requested. If you are finished, check **I Agree** and click **Submit** at the bottom.