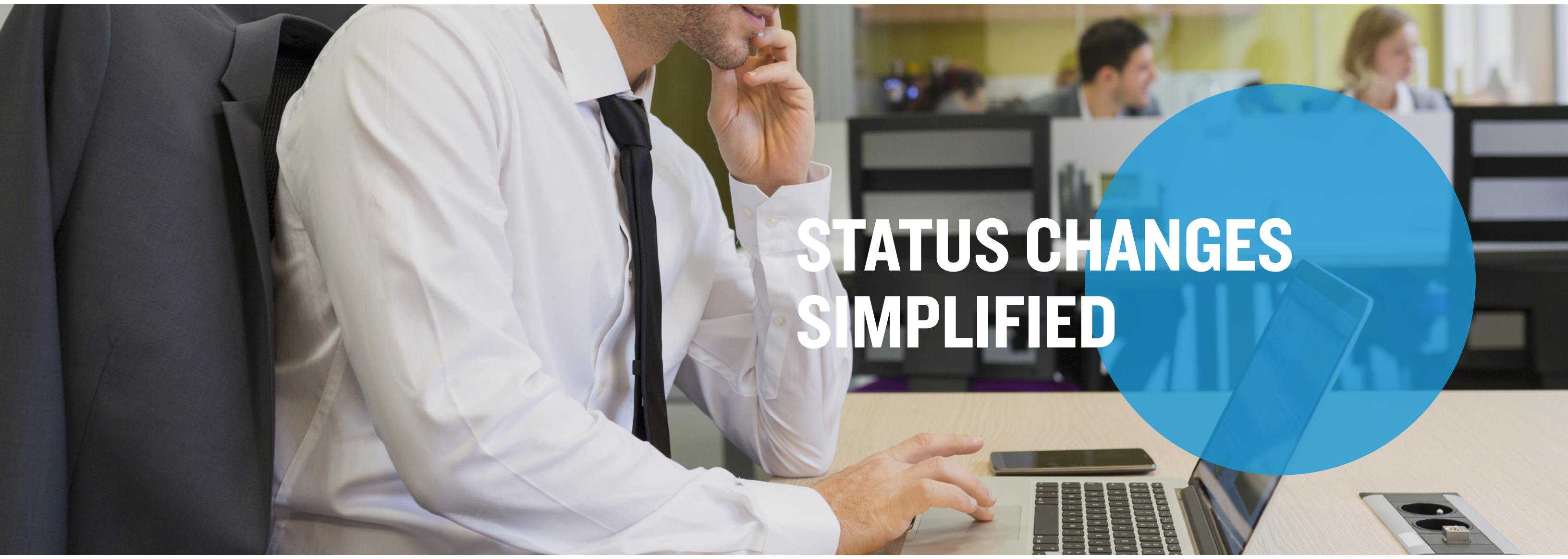
Guide to Updating Participant Status



Your online account allows you to update an employee's status in real time. You may update the status of an employee who is on a leave of absence (LOA) by following the steps below.

Step 1: Hover your mouse over the Employees tab and search for the employee by entering their name or employee number. Then, click Status hyperlink below the employee's name.

Step 2: Populate the fields to update their status.

- **Status Effect as of:** Enter the first day the new status takes effect. For example, if the employee's last day working prior to LOA is on 10/1, the effective date should be 10/2.
- If your plan design includes employer contributions, a "Continue Employer Contributions For" field (LOA) will be shown and also needs to be populated.

Step 3: Click "Add" when all of the required information has been entered. For HSA-only participants, a leave of absence does not need to be communicated. If a status has been changed in error, click Change status history and click Remove status.

When an employee returns from LOA:

Step 1: Click the hyperlink below the employee's name and click Add New Status.

Step 2: Select Active under Status, enter the first day the new status takes effect and click "Add."