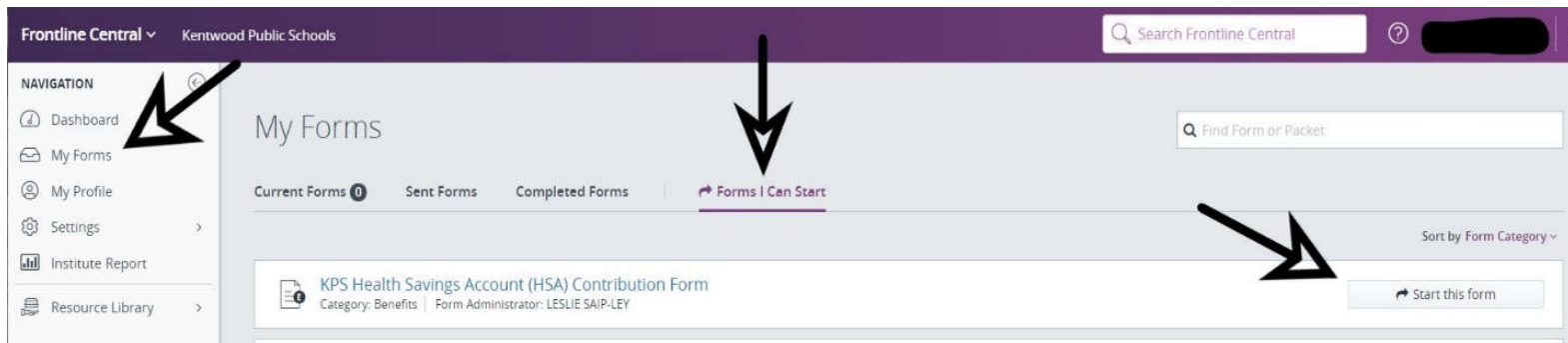


HSA form Procedures

How to change your HSA contribution amount

1. Log-in to Frontline Central. If you don't have an account, please contact Leslie Saip-Ley in the Insurance Department. Contact information is at the bottom of this page.
2. Select "My Forms" on the left side of the page.
3. Select the "Forms I can start" tab in the middle of the page.
4. Find the HSA contribution form and select "Start this form" on the right side of the page.
5. Fill out the blank fields on the form.
 - a. The paycheck effective date should be the exact payroll Friday you want to see the change on.
 - b. If you are doing a one-time contribution, two forms will need to be filled out.
6. Once you fill out the form and click submit, the form will send directly to the Insurance Department for the changes to be made for payroll. You will receive a confirmation email once it is complete.



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