

HEALTH SAVINGS ACCOUNT ENROLLMENT GUIDE

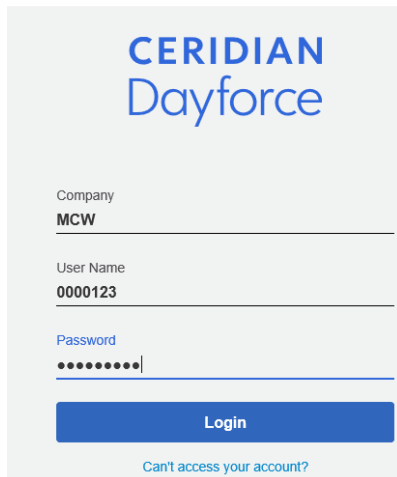
PURPOSE

This document provides step-by-step instructions to newly enroll or update HSA Contributions through Dayforce.

FOR ASSISTANCE AT ANY POINT DURING THIS PROCESS, CALL THE HR HELPLINE: 844-529-7392.

PROCEDURE TO UPDATE OR ENROLL IN HSA SAVINGS ACCOUNT

1. Log in to Dayforce ESS at <http://dayforcehcm.com>



Company = MCW

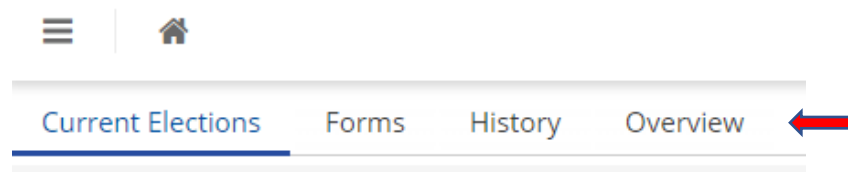
Username = 7-digit employee ID number

Password = The first time you log in,

2. Click the “Benefits” icon in the blue section at the top of the screen.

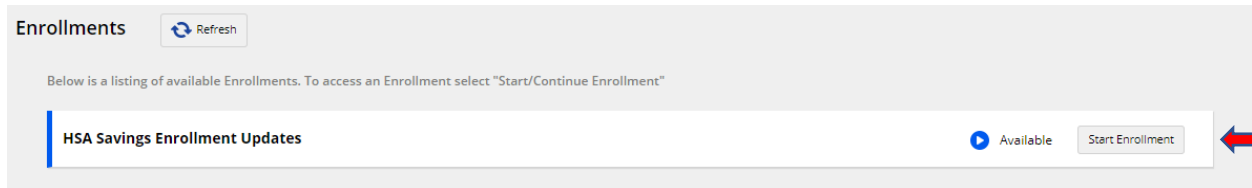


3. Click “Overview”.

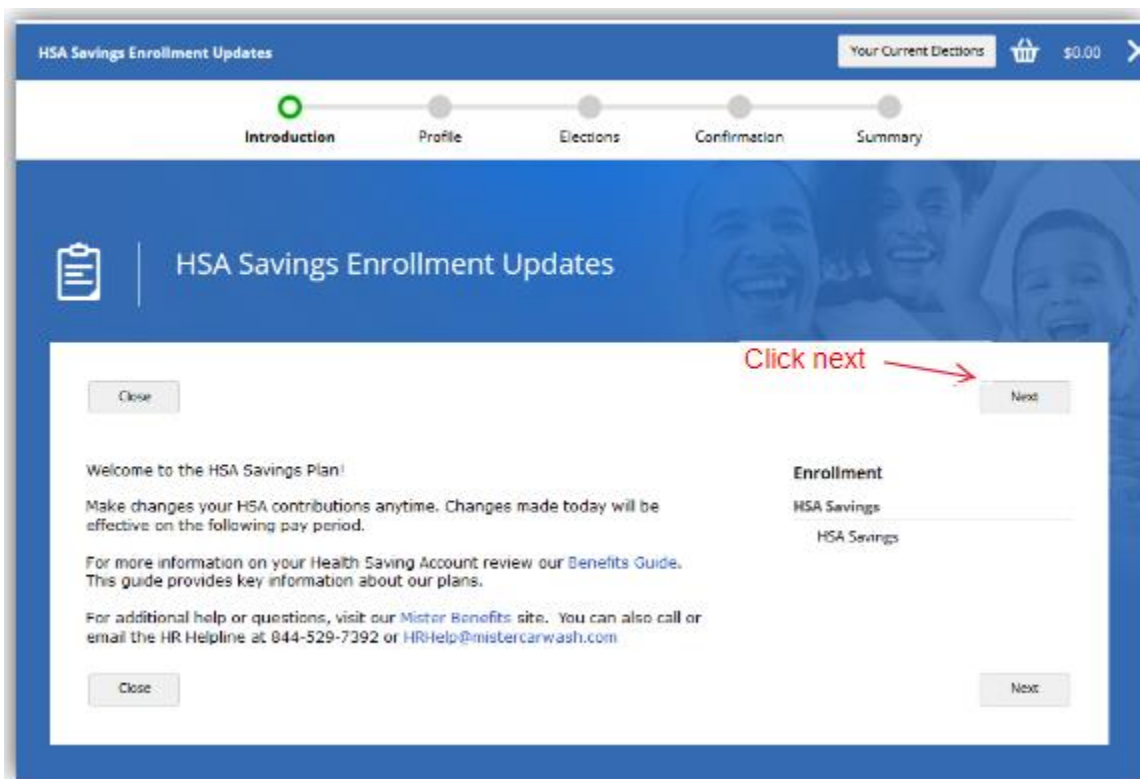


HEALTH SAVINGS ACCOUNT ENROLLMENT GUIDE

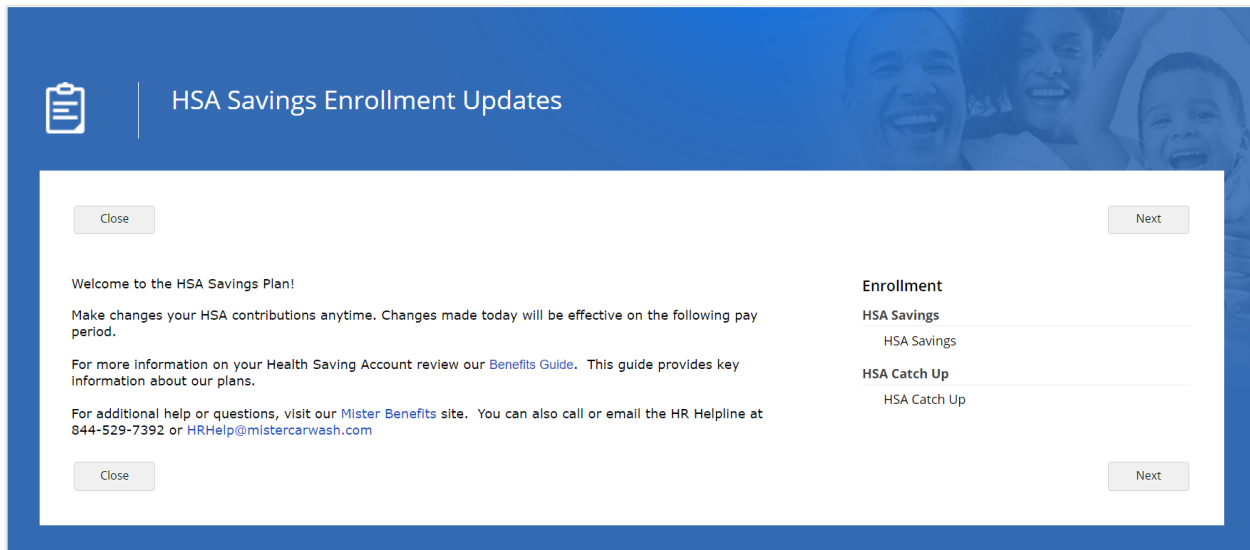
4. Locate the HSA Savings Enrollment Updates and click “Start Enrollment”.



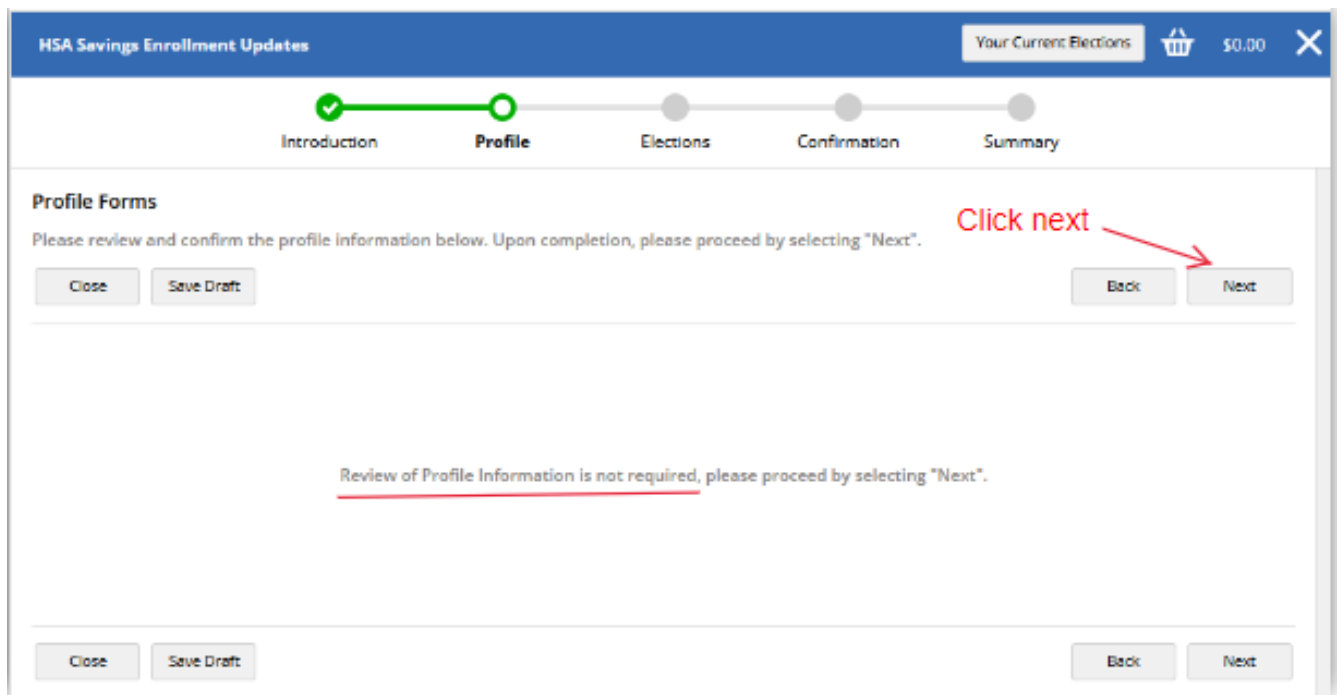
5. Click “Next” to go to the profile page.



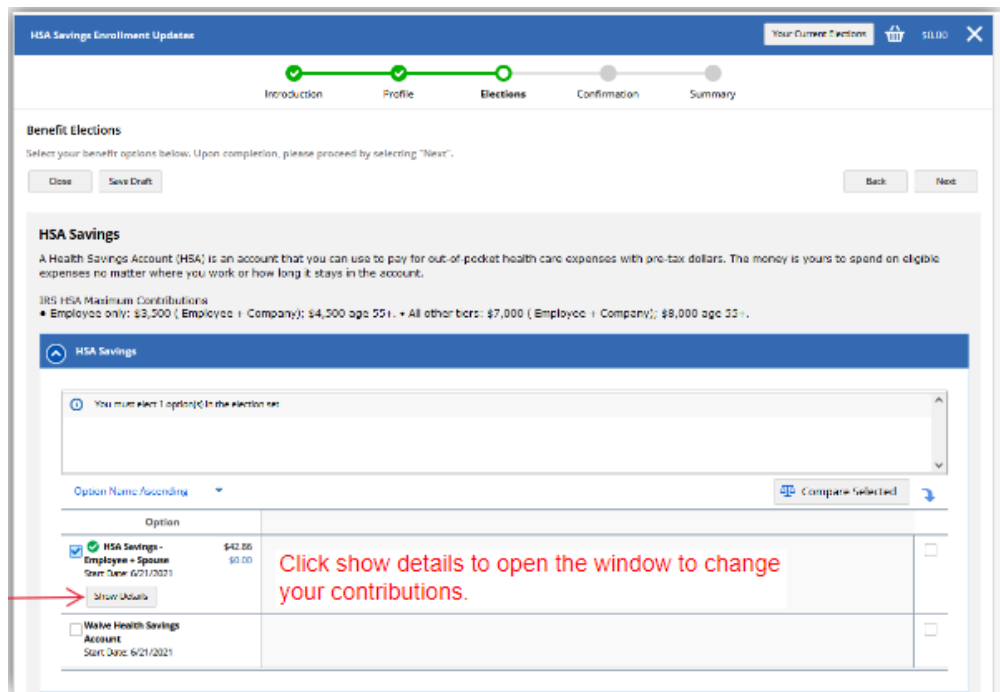
- If you are age 55+, you will see an additional “HSA Catch Up” option with your enrollment.



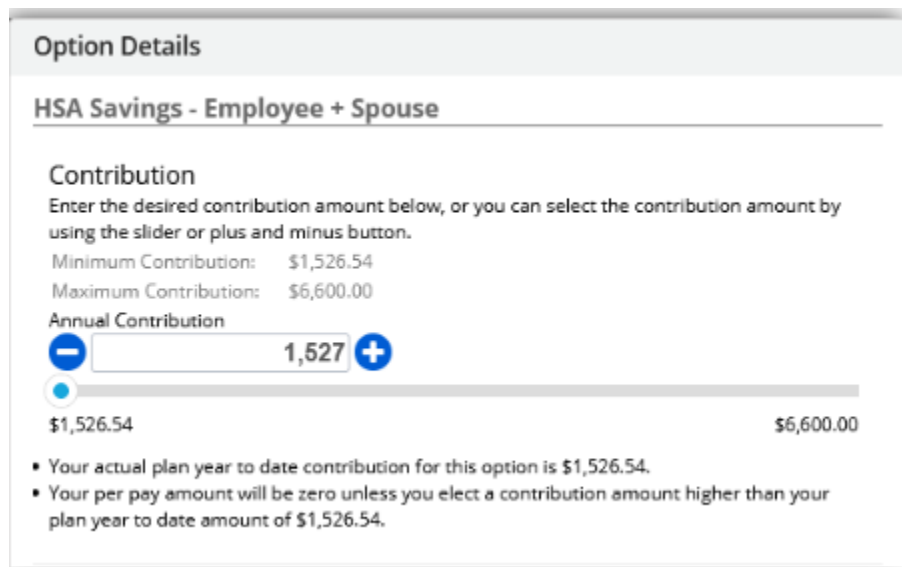
- Click “Next” to go to the elections page.



- Click "Show Details" to open the window to change your contribution.



- Adjust the slider or manually key in the dollar figure for your annual savings goal. Please note dollars contributed to date represent the lowest range. Leaving the slider as is, would represent zero dollar contributions moving forward.



10. As the slider moves, the per pay period rate should update.

Option Details

HSA Savings - Employee + Spouse

Contribution

Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1,526.54
Maximum Contribution: \$6,600.00

Annual Contribution

-


+

\$1,526.54
\$6,600.00

- Your actual plan year to date contribution for this option is \$1,526.54.
- Your per pay amount will be zero unless you elect a contribution amount higher than your plan year to date amount of \$1,526.54.

Your Cost: \$100.00

Estimated Total Annual Amount: \$1,300.00



11. If eligible, select the drop down arrow for “HAS Savings Catch Up” to elect additional catch up contributions.

HSA Catch Up

Employees 55 years of age and older are allowed to contribute an additional \$1,000 per year to the HSA plan. This is a great way to build more pre-tax savings.


IRS HSA Maximum Contributions

- Employee only: \$3,600 + **\$1,000 HSA catch up** = total savings up to \$4,600 (Employee + Company contribution)
- All other tiers: \$7,200 + **\$1,000 HSA catch up** = total savings up to \$8,200 (Employee + Company contribution)

▼ HSA Catch Up

12. Click “Show Details”.

Option Name Ascending ▼
Compare Selected ↻

Option		
<input checked="" type="checkbox"/> HSA Catch Up \$0.00 <small>Start Date: 1/3/2022</small> <div style="display: flex; align-items: center; margin-top: 5px;"> Show Details  </div>		<input type="checkbox"/>
<input type="checkbox"/> Waive HSA Catch Up <small>Start Date: 1/3/2022</small>		<input type="checkbox"/>

13. Adjust the slider or manually key in the dollar figure for your annual savings goal. Please note dollars contributed to date represent the lowest range. Leaving the slider as is, would represent zero dollar contributions moving forward. Click “Save” once done making election.

Option Details
✕

HSA Catch Up

Contribution
Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$0.00
Maximum Contribution: \$1,000.00


Annual Contribution

−

+


\$0.00 \$1,000.00

Your Current Elections

 Reimbursement

HSA Catch Up
Effective Start 7/19/2021

HSA Savings - Employee You \$125.00
Effective Start 7/19/2021 1st & 2nd Pays of Month
Annual Contribution \$2,916.67



Save
Cancel

14. Click “Next”


HSA Catch Up



Employees 55 years of age and older are allowed to contribute an additional \$1,000 per year to the HSA plan. This is a great way to build more pre-tax savings.

IRS HSA Maximum Contributions

- Employee only: \$3,600 + **\$1,000 HSA catch up** = total savings up to \$4,600 (Employee + Company contribution)
- All other tiers: \$7,200 + **\$1,000 HSA catch up** = total savings up to \$8,200 (Employee + Company contribution)


↑ HSA Catch Up

 You must elect 1 option(s) in the election set.

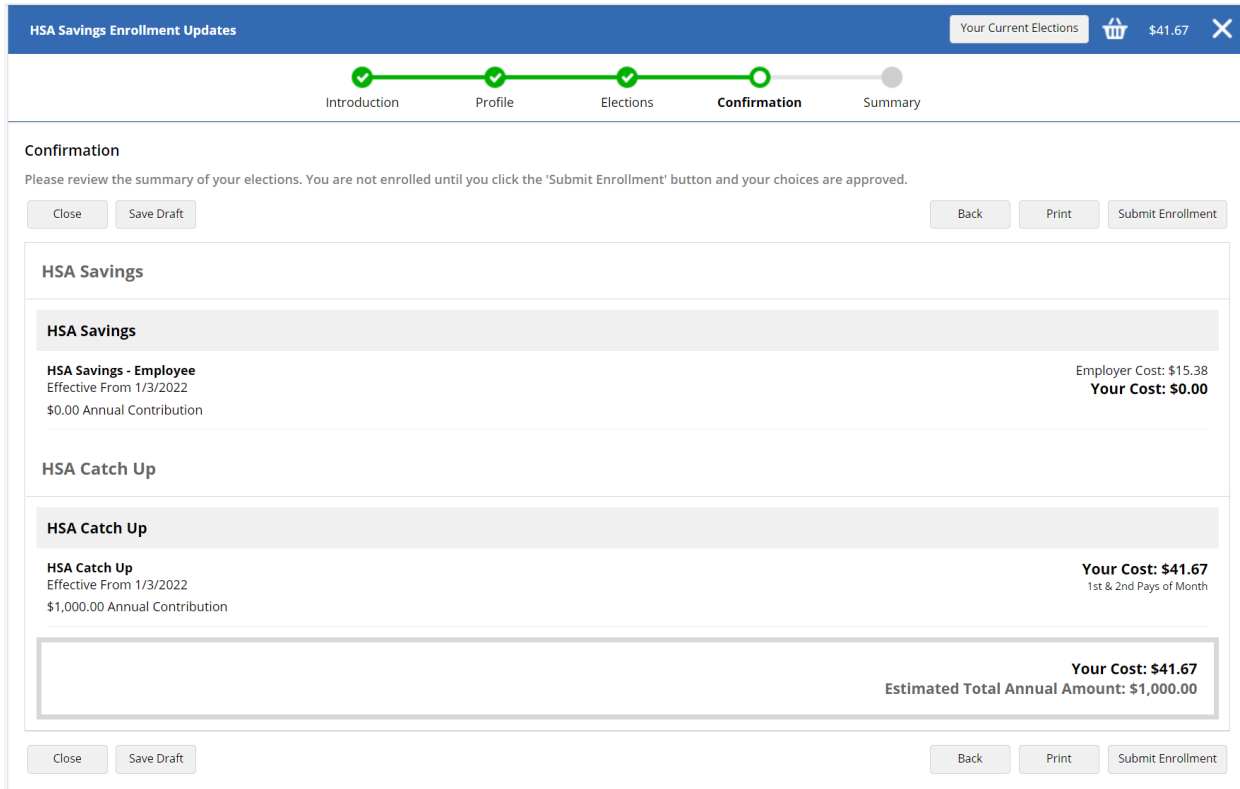
Option Name Ascending ▾
 Compare Selected 

Option	Option	Amount		
<input checked="" type="checkbox"/>	HSA Catch Up Start Date: 1/3/2022 \$1,000.00 Annual Contribution Show Details	\$41.67		<input type="checkbox"/>
<input type="checkbox"/>	Waive HSA Catch Up Start Date: 1/3/2022			<input type="checkbox"/>

Close
Save Draft

Back
Next 

15. Review your election and Click “Submit Enrollment” when done.



HSA Savings Enrollment Updates | Your Current Elections | \$41.67

Introduction | Profile | Elections | **Confirmation** | Summary

Confirmation
Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close | Save Draft | Back | Print | Submit Enrollment

HSA Savings

HSA Savings

HSA Savings - Employee
Effective From 1/3/2022
\$0.00 Annual Contribution
Employer Cost: \$15.38
Your Cost: \$0.00

HSA Catch Up

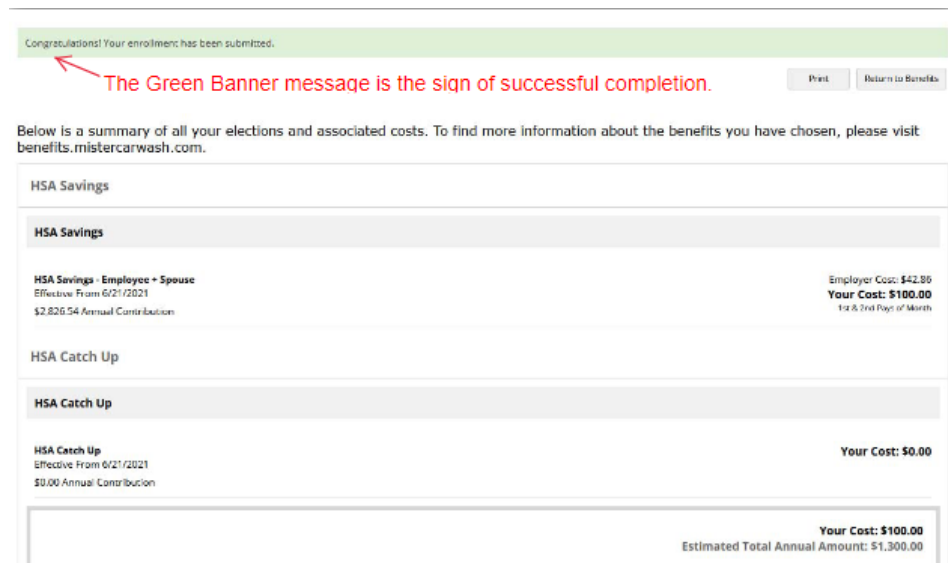
HSA Catch Up

HSA Catch Up
Effective From 1/3/2022
\$1,000.00 Annual Contribution
Your Cost: \$41.67
1st & 2nd Pays of Month

Your Cost: \$41.67
Estimated Total Annual Amount: \$1,000.00

Close | Save Draft | Back | Print | Submit Enrollment

16. You will see a green banner letting you know your enrollment has been submitted.



Congratulations! Your enrollment has been submitted.

The Green Banner message is the sign of successful completion.

Print | Return to Benefits

Below is a summary of all your elections and associated costs. To find more information about the benefits you have chosen, please visit benefits.mistercarwash.com.

HSA Savings

HSA Savings

HSA Savings - Employee + Spouse
Effective From 6/21/2021
\$2,826.54 Annual Contribution
Employer Cost: \$42.86
Your Cost: \$100.00
1st & 2nd Pays of Month

HSA Catch Up

HSA Catch Up

HSA Catch Up
Effective From 6/21/2021
\$0.00 Annual Contribution
Your Cost: \$0.00

Your Cost: \$100.00
Estimated Total Annual Amount: \$1,300.00