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Executive Officer

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STATE OF NEVADA
PUBLIC EMPLOYEES' BENEFITS PROGRAM
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LAURA FREED
Board Chair

September 1, 2022

Dear PEBP Participant,

As an active employee enrolled in the Consumer Driven Health Plan with a Health Savings Account (HSA) **you can now update your employee pre-tax HSA contribution in your E-PEBP portal**. Once your beneficiary designation has been completed in your E-PEBP portal you will be able to complete the Employee HSA Contribution Change event. If you try to complete this event without beneficiaries on file, the event will not process.

Instructions to access the Change Beneficiary Designation event:

1. Log into your [E-PEBP portal](#)
2. Upon entering your credentials, you will land on the homepage
3. From the homepage, select the Quick Actions link on the Medical Widget/Benefit Card
4. Then select Enroll or Make Changes
5. Under Anytime Change, select *Change Beneficiary Designation*
6. Enrollment is complete when you see "Enrollment Confirmed"

Instructions to access the Employee HSA Contribution Change event:

7. From the homepage, select the Quick Actions link on the Medical Widget/Benefit Card
8. Then select Enroll or Make Changes
9. Under Anytime Change, select *EE HSA Contribution Change*
10. Enrollment is complete when you see "Enrollment Confirmed"

Adjustments made any time during the month will be applied to the payroll deduction the following month. Funds will show in member's HSA Bank account an average of 72 hours, or longer depending on weekends and holidays, after the payroll date in which it was deducted. Maximum contribution amounts for 2022 are \$3,650 for self-only and \$7,300 for families. The annual "catch-up" contribution amount for individuals aged 55 or older will remain \$1,000. These amounts include employer contributions.

You must still update your beneficiaries with HSA Bank using HSA Bank's [HSA Designation of Beneficiary Form](#). Please complete, sign, and mail/email this form to: HSA Bank, PO Box 939, Sheboygan, WI 53082; or hsaforms@hsabank.com. **Your beneficiary designation will not be complete until HSA Bank receives your completed and signed form.**

Sincerely,

Public Employees' Benefits Program