

Guide to Finding Total HSA Contributions by Employee



SUMMING IT UP

The following instructions will assist you in finding an individual participant's Health Savings Account (HSA) contribution amounts, including adjustments, for the current or prior plan years.

Step 1: Log in to Your Online Account

Log in to LEAP and click on Benefits Administration.

Step 2: Navigate to the Contributions Tab

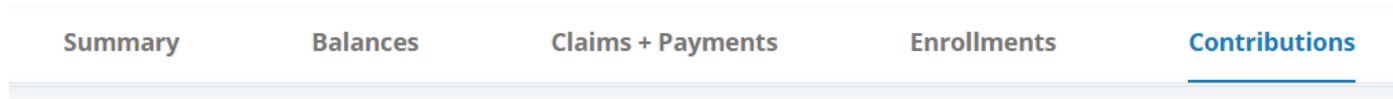
From the Employees tab, either search by employee name or employee number, or click View All Employees.

Guide to Finding Total HSA Contributions by Employee, continued

Step 3: Select the Contributions Tab

Once you have located the employee, you will see several tabs below the employee. Select the Contributions tab.

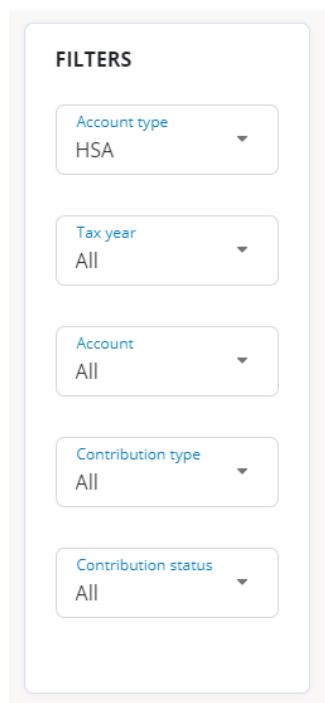
● Status: [Active >](#)



Note: You may notice the Enrollments tab also shows information regarding the accounts the employee is enrolled in, as well as employer and employee contributions. This is not an accurate reflection of the true total contributions made to an account, as the total does not include any adjustments that may have been made during the plan year.

Step 4: Use filters

Use the filters to review the contribution information.

A screenshot of a "FILTERS" section in a web application. It contains five dropdown menus, each with a label and a selected value: "Account type" (HSA), "Tax year" (All), "Account" (All), "Contribution type" (All), and "Contribution status" (All). Each dropdown menu has a small downward-pointing arrow on the right side.