

## To Change Your HSA Contribution, Follow the Instructions Below:

1. Go to <https://portal.adp.com/public/index.htm> or click on the ADP ESS icon on a company desktop computer.
2. Log into your account. Your user id is likely in the format *jane.doe@ingredion*. If you forgot your user id or password, click the appropriate link on the ADP Self-Service homepage.
3. Click on the Benefits tab to access the Online Benefits portal.
4. Click on Declare Life Event
5. Select HSA Election from the drop-down menu
6. Enter an effective date (i.e. the date you are making the change)
7. Make a change to your Health Savings Account (HSA) contribution
8. Submit your changes. Changes will be made on the next available paycheck. If you do not submit your changes, they will not be saved nor updated.

If you need assistance, please contact the Ingredion Benefits Helpline at (844) 464-4733.