Making Qualifying Life Event (QLE) Changes in BenefitFocus:

1. Use your Xavier credentials to login to BenefitFocus at benefits.xavier.edu
2. Select Enroll Now!
3. Select next
4. Select edit your benefits
5. Select the radio button for new life event
6. Use the drop-down box to select a reason for the change and enter the date of the life event
7. Select next
8. Make the desired changes to your benefits (*Please note you will also need to upload the appropriate documentation for proof of the life event)
9. Save changes

Making Health Savings Account (HSA) Changes in BenefitFocus:

1. Use your Xavier credentials to login to BenefitFocus at benefits.xavier.edu
2. Select Enroll Now!
3. Select next
4. In the left-hand navigation, select View HSA Contribution
5. You have 2 options: add a one-time contribution or setup a new, ongoing contribution

   Add a one-time contribution:
   1. Select the add contribution button
   2. Select the radio button for custom amount and continue
   3. Enter the desired one-time dollar amount, select the paycheck for the withholding, and continue
   4. Select save and continue

   Setup a new, ongoing contribution:

   1. Select the stop button in the box of the employee ongoing contribution
   2. Confirm yes, stop contribution
   3. Select add contribution
   4. Select the radio button for custom amount and continue
   5. Select ongoing contribution, enter the new desired dollar amount, and continue
   6. Select save and continue