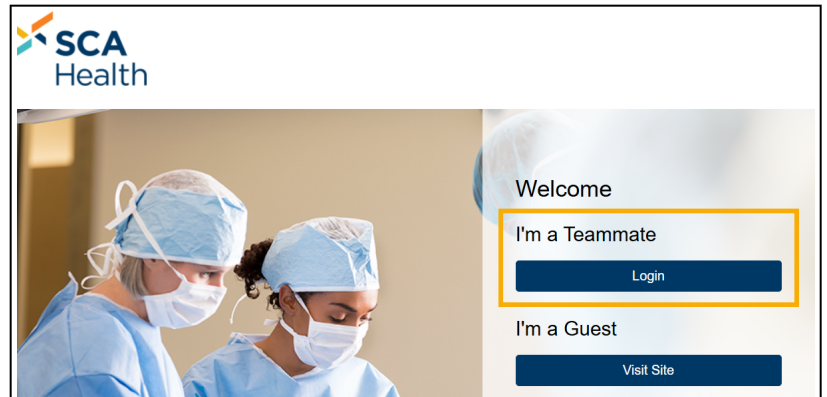


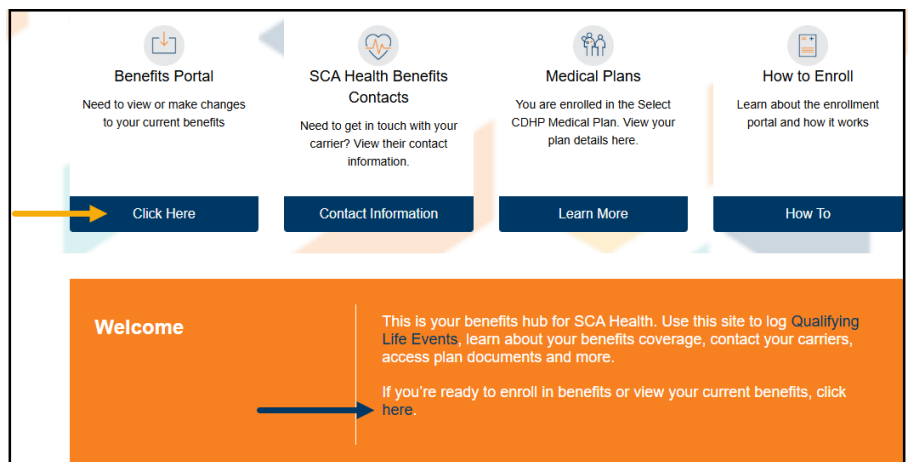
## UPDATING ANYTIME BENEFITS

Please use this job aide to update your Anytime Benefits, which includes Teammate Support Network (TSN), One World Surgery (OWS), Health Savings Account (HSA) & Commuter Benefits

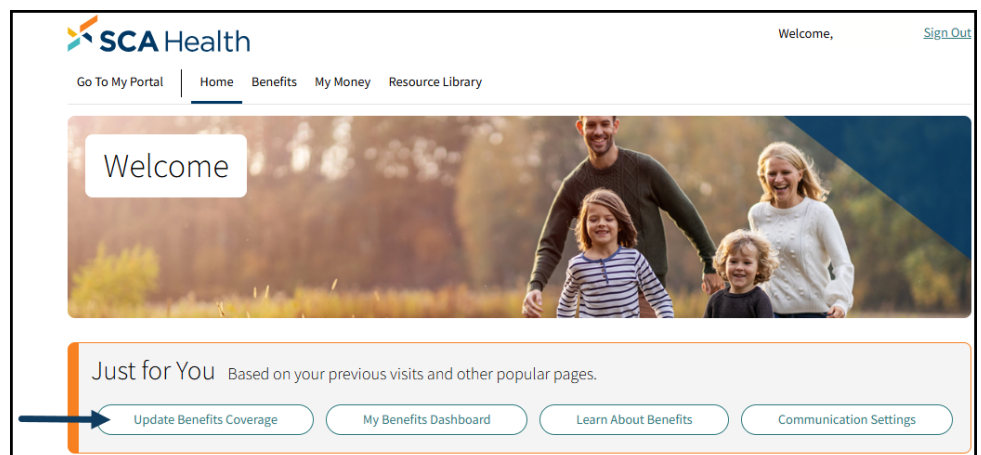
1. Using Chrome or Edge as your internet browser, navigate to [MySCABenefits.com](https://MySCABenefits.com)
2. Select 'I'm a Teammate'  
*\*if prompted use SCA credentials to login and authenticate*



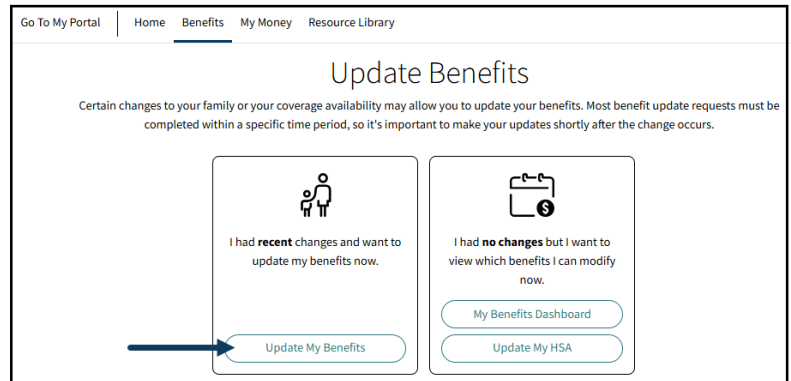
3. Once logged in, you will be directed to the benefits homepage.
4. To update your benefits, you can either:
  - Select the Benefits Portal tile or
  - Scroll down to the orange Welcome box on the homepage and select 'Here'



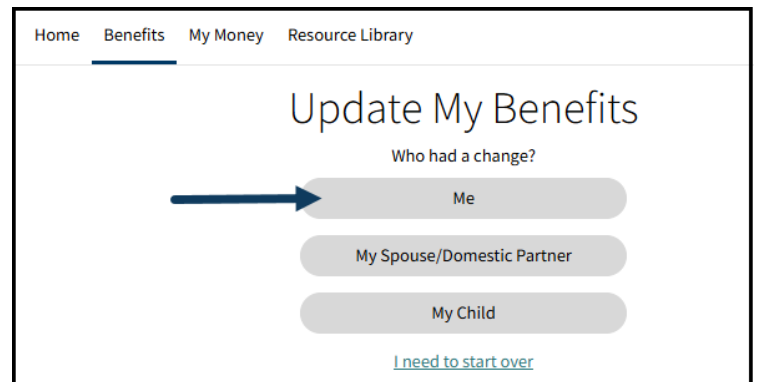
5. Once redirected to the next page, select "Update Benefits Coverage" under the Just for You section



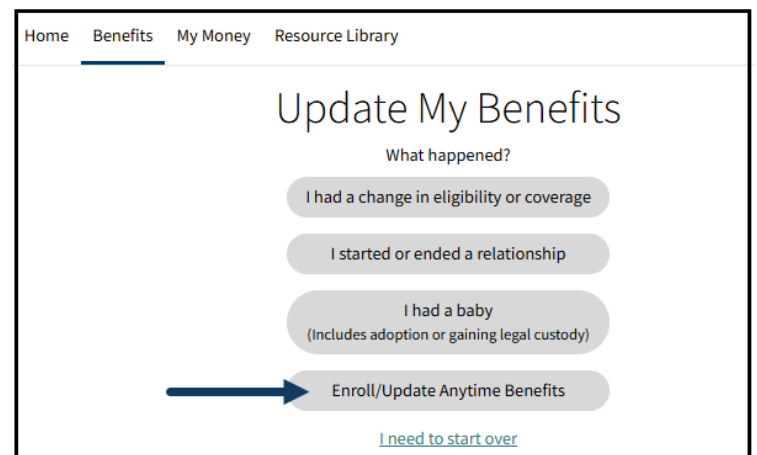
6. On the next page, select "Update My Benefits"



7. Select "Me" as the person who has the change



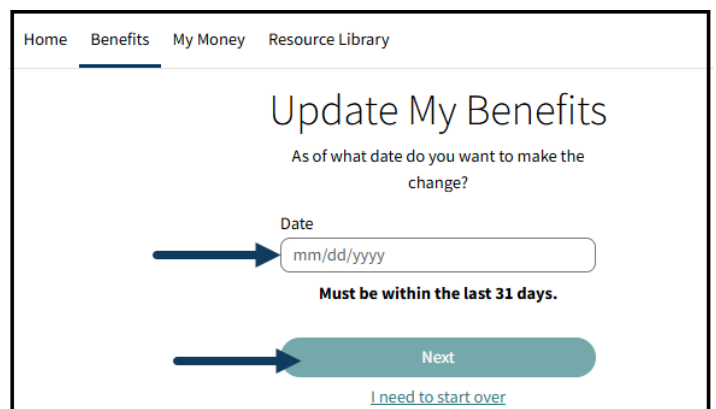
8. Select "Enroll/Update Anytime Benefits"



9. Enter the effective date of change and select Next

10. Select the Anytime Benefits you'd like to update – Health Savings Account (HSA), One World Surgery (OWS), Teammate Support Network (TSN), Commuter Parking & Commuter Transit – by selecting the 'Change' button

11. Once changes are made, click through the rest of the prompts to complete & check out



**Be sure to print/save a copy of your confirmation statement for your records.**

**If you have any issues, questions or prefer to enroll over the phone, please contact the SCA Health Benefit Service Center by calling 855-966-1649, 7:00 A.M. – 7:00 P.M. CT, M-F.**