

# How to Change an Employee's HRA Benefit



**1.**

Once you have logged into your account, select the **"Employees"** tab in the top navigation bar.

**2.**

In the **"Search Employee"** field, enter the employee's name and click **"Search"** or manually search from the employee listing shown below.

**3.**

Once you find the employee, click on the **Employee Name**.

**4.**

Select the **"Benefits"** tab from the menu at the top of your screen.

**5.**

Click on the current **Benefit**.

**6.**

Follow the termination process to terminate the existing benefit.

**7.**

Follow the benefit add process to add the new HRA benefit.