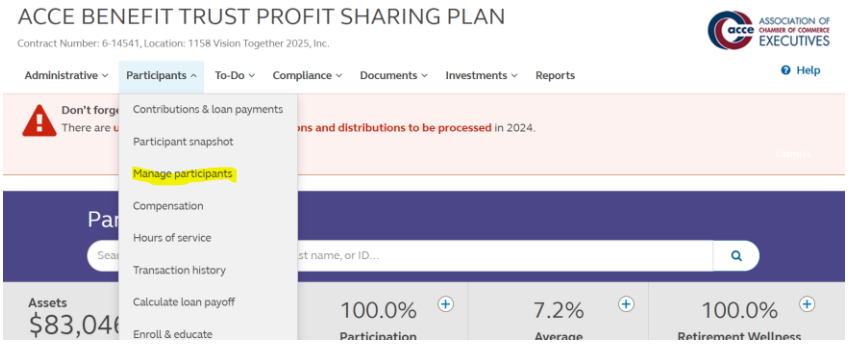
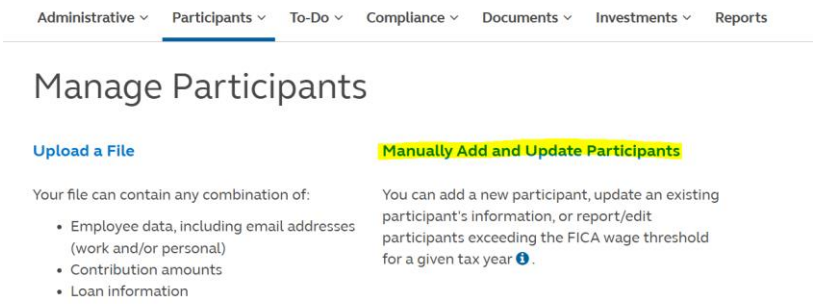
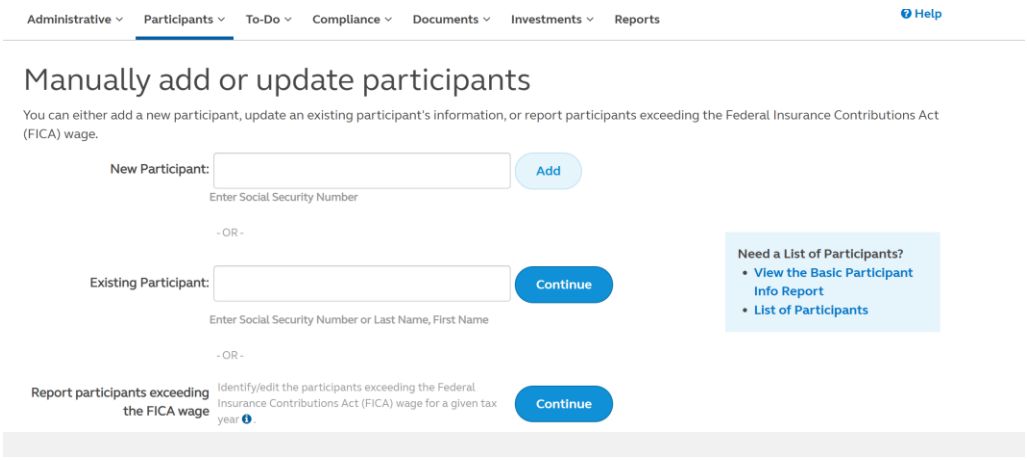
How to Update HIE Status

1. At your administrator's home screen, select the Participants drop down and select Manage participants.
2. 

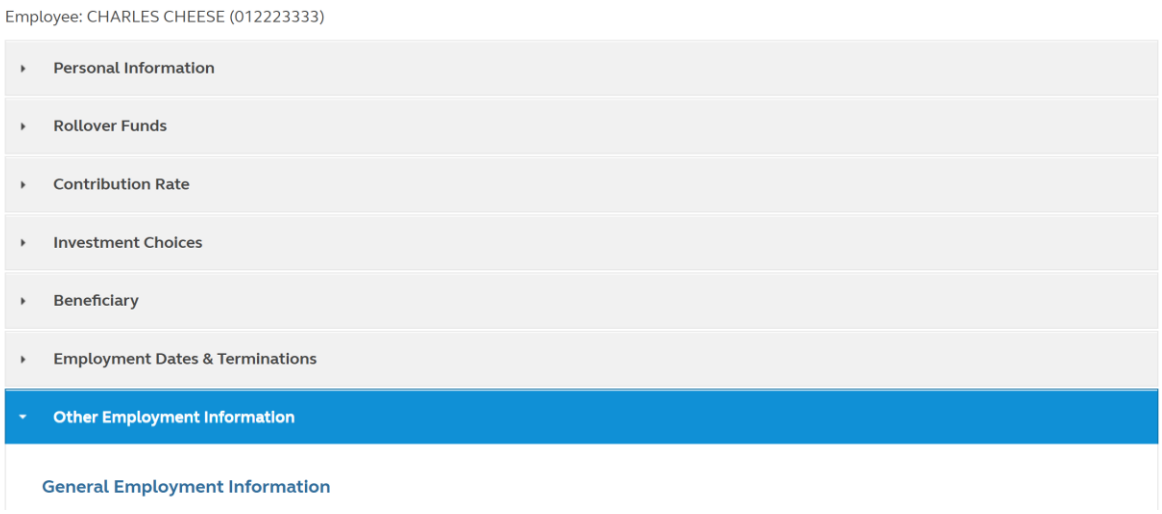
3. At the next screen, select Manually Add and Update Participants



4. Next, access an Existing Participant with either their SSN or Name.

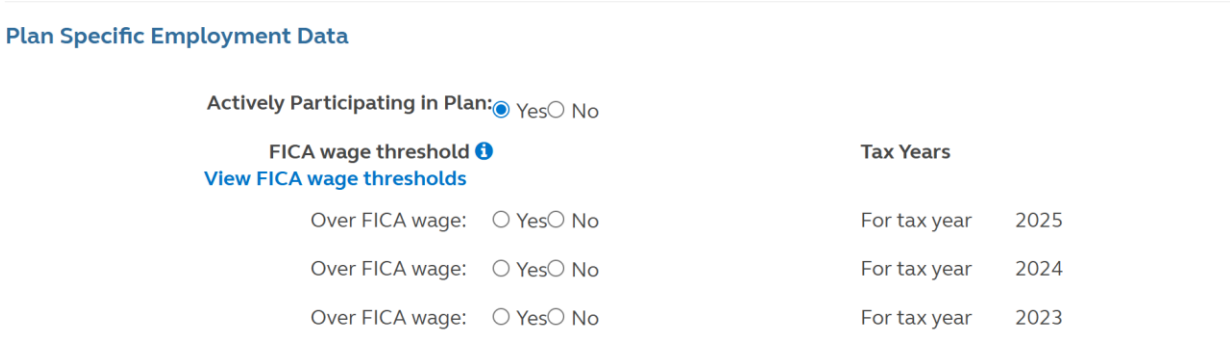


5. From the Participant record, click on Other Employment Section



6. Scroll down the fields within the Other Employment Section until you see the Plan Specific Employment Data, FICA wage threshold. Answer Over the FICA wage: For Tax Year 2025 either yes or no.
7. Answer Over the FICA wage: For Tax Year 2025 by clicking on either Yes or No.

   Note: You should ignore 2023 and 2024 as this regulation was postponed by 2 years.



8. Click box for "*I confirm the information above and authorize Principal Life Insurance Company to process this request*" at the bottom of the page.
9. Click the blue Submit button.
10. Once the update has been received by Principal, you will see a screen with a red confirmation number letting you know that the process has been completed and the HIE status is saved into the system.