



HSA INVESTMENTS USER GUIDE

You made a smart choice in selecting a health savings account (HSA)! Now, it's time to take advantage of the investment opportunity that comes with your HSA to grow your account and save for your future. We're making it simple for you to get the investment experience that's just right for you, whether you're a new or seasoned investor. Within this guide, you'll learn how to enroll, set up and manage your investments.

HSA INVESTMENTS 101

PLANNING FOR HEALTHCARE COSTS IN RETIREMENT

The average couple can expect to spend hundreds of thousands of dollars on out-of-pocket healthcare costs during retirement, including Medicare premiums, gap coverage, expensive medications, and more. Investing your HSA can help you build a nest egg and ensure you have enough money set aside for the future.¹

Once your HSA reaches the required minimum balance, you can begin to build wealth and save for retirement by investing your funds, just like a 401(k). However, unlike a 401(k), you never pay taxes on earnings or withdrawals for qualified medical expenses! HSA contributions offer greater tax savings than 401(k) contributions and give you the potential to save at a faster rate.

¹Investments in securities through the HSA investment account are:
Not FDIC insured | May lose value | No bank guarantee



KEY THINGS TO KNOW BEFORE GETTING STARTED

- **Minimum balance:** You will need to accumulate a minimum balance in your HSA cash account before you are able to invest. Any funds above this threshold can be invested. To see your minimum balance requirement, log in to your HSA portal and click on the 'investments' button within your HSA account summary.
- **Transferring funds:** If you have unexpected medical costs, you can transfer your investment funds back into your HSA at any time. There are no fees or penalties for withdrawing money from your investments to pay for qualified medical expenses.
- **Industry-leading solution:** Enjoy an innovative and modern investment experience that provides access to different investment account types, real-time investment account opening and trading, and modern investment tools.
- **Online account management:** You can manage your investments online via your mobile phone, desktop computer, or tablet – from the same place you manage your HSA!
- **Flexible options:** Choose from a variety of investment options that fit your needs, whether you're a new or seasoned investor: Managed, Self-Directed or Brokerage.



OPENING AN INVESTMENT ACCOUNT

Follow the steps below to open your HSA investment account.

1. Log in to your HSA portal.
2. Expand the menu and click 'investments' or navigate to your HSA account summary and click on the 'investment' button.
3. Click on the 'start investing' button.
*Note: you can only proceed with the next steps if you have achieved the minimum required balance in your HSA and the market is open (Monday – Friday, 9:30 a.m. – 4:00 p.m. ET).
4. Accept the investment account terms and conditions.
5. Choose your preferred investment method: Managed, Self-Directed, or Brokerage.
6. Based on your preferred investment selection, you will be guided through a series of easy steps to either review or self-select funds, enter your investment amount(s) and begin investing. For more information about the three investment methods, see the 'how to' sections below.

HOW TO USE A **MANAGED ACCOUNT**

What is a Managed account?

The Managed investment path is designed for novice investors who prefer to have our advisor tool automatically select and rebalance investments on an ongoing basis in accordance with their age and/or risk profile. This account type delivers a “do-it-for-me” approach to investing.

Enrolling in a Managed account

If you choose the Managed account type during the investment account opening process, the on-screen prompts guide you through the following steps to complete your enrollment:

1. **Select an amount to invest.** The amount you choose to invest is transferred from your HSA cash account into your HSA investment account after you complete your enrollment.
2. **Fill out a risk questionnaire.** Your answers to the risk questionnaire help the advisor tool determine your risk tolerance and allow it to craft a portfolio for you. You can review the suggested portfolio and either accept as-is or change your answers to the risk questionnaire to receive a different suggested portfolio.
3. **Review the order and open your account.** After clicking the ‘invest’ button, your investment account is opened and the investment amount you choose is allocated accordingly among the funds in the suggested portfolio.

Managing a Managed account

The Managed account type eliminates most of the work associated with investing your funds. After you accept the suggested portfolio, the advisor tool regularly rebalances your portfolio for you.

Updating your risk questionnaire

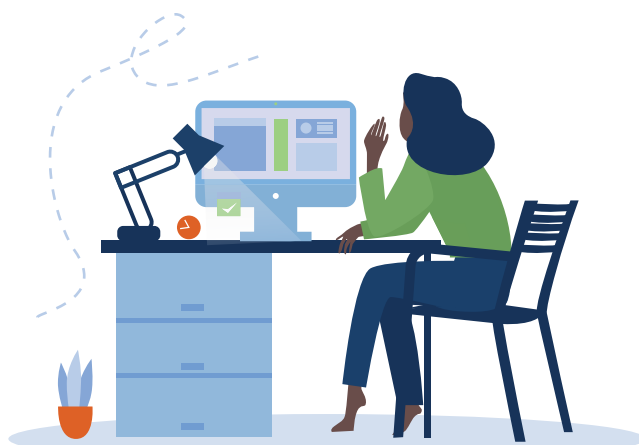
To change your answers to the risk questionnaire, click on ‘account settings’ and select ‘update risk questionnaire’ at any time during market hours. Review your current answers and adjust your selections as needed. The advisor tool then suggests a portfolio that better suits your needs. When ready to accept the suggested portfolio, simply click ‘invest’. Buys and sells are executed accordingly to transition from your old portfolio to your new one.

Transferring funds in a Managed account

Follow these steps to move money between your HSA cash account and your HSA investment account:

1. Click ‘move money’.
2. Enter the amount you’d like to transfer.
3. Select the account you want to transfer from.
4. Select the account you want to transfer to.
5. Review the transfer request and click ‘submit’.

If you’re transferring money from your HSA cash account into your HSA investment account, buys are executed according to your portfolio allocations and may take up to two business days. If you’re transferring money from your HSA investment account into your HSA cash account, sells are executed according to your portfolio allocations and the money settles into your HSA cash account within two business days.



HOW TO USE A SELF-DIRECTED ACCOUNT

What is a Self-Directed account?

The Self-Directed investment path was designed for intermediate investors who have the desire to self-select from a menu of monitored investment options covering multiple asset classes to diversify their portfolio and then rebalance their portfolio manually. This account type provides a balance between do-it-for-me and DIY approaches to investing.

Enrolling in a Self-Directed account

If you choose the Self-Directed account type during the investment account opening process, the on-screen prompts guide you through the following steps to complete your enrollment:

1. **Select an amount to invest.** The amount you choose to invest is transferred from your HSA cash account into your HSA investment account after you complete your enrollment.
2. **Choose your funds.** Select from a curated fund lineup – be sure to use the resource links next to each fund for additional details and research as you make your selections.
3. **Allocate your money.** Determine how you would like to allocate your money among the funds, by percentage. The total percentage must equal 100%.
4. **Review your selections and open your account.** After clicking the ‘invest’ button, your investment account is opened and the amount you entered is invested according to the allocations you selected.

Managing a Self-Directed account

Unlike the Managed account type, the Self-Directed account type is not automatically rebalanced for you. If you would like to rebalance your portfolio, you may do so at any time within market hours by following these steps:

1. Click ‘move money’ and then ‘reallocate funds’.
2. You can increase or decrease your current election % but your total allocations must equal 100%.
3. When satisfied with your allocations, click ‘invest’. Buys and sells are executed accordingly to transition from your old portfolio to your new one.

Transferring funds in a Self-Directed account

Follow these steps to move money between your HSA cash account and your HSA investment account:

1. Click ‘move money’ and then ‘transfer funds’.
2. Enter the amount you’d like to transfer.
3. Select the account you want to transfer from.
4. Select the account you want to transfer to.
5. Review the transfer request and click ‘submit’

If you’re transferring money from your HSA cash account into your HSA investment account, the money transfers in real-time and is automatically used to buy funds according to your portfolio allocations.

If you’re transferring money from your HSA investment account into your HSA cash account, sells are executed according to your portfolio allocations and the money settles into your HSA



HOW TO USE A **BROKERAGE ACCOUNT**

What is a Brokerage account?

The Brokerage investment path was designed for adept investors who desire to perform advanced research and trading across hundreds of individual stocks and exchange-traded funds (ETFs). This account type offers a hands-on, DIY approach to investing.

Enrolling in a Brokerage account

If you choose the Brokerage account type during the investment account opening process, the on-screen prompts guide you through the following steps to complete your enrollment:

1. After choosing the Brokerage account type, you are directed to the Brokerage account confirmation screen.
2. Click 'submit' to automatically open your investment account.
3. Search for investment instruments within the lists of popular stocks and popular ETFs, or by using the search feature.
4. When you select a stock or ETF, you can see additional information about the instrument, including performance details.
5. Enter the amount in dollars you want to buy. You can buy either full or fractional shares.
*Note: The dollars for buys and sells move back and forth from your HSA cash account accordingly without a sweep account; you don't need to 'fund' your Brokerage account before buying instruments.
6. Review the order and choose to 'edit' or 'buy'.

MANAGING A BROKERAGE ACCOUNT

How you choose to build and maintain your portfolio is solely up to you. You can enter the investment experience at any time, and you can buy or sell during market hours.

Follow these steps to sell part, or all, of your holdings in an investment instrument:

1. Select the instrument from your dashboard or use the search tool to find it.
2. Click the arrow to select 'buy' or 'sell'.
3. Enter in dollars how much you want to sell. You can sell either full or fractional shares.
4. Review the order and choose 'edit' or 'sell'.

Transferring funds in a Brokerage account

Unlike Managed and Self-Directed, there is no true 'transfer' of funds in a Brokerage account. If you want to move money from your HSA cash account to your HSA investment account, you must buy investment instrument(s). If you want to move money from your HSA investment account to your HSA cash account, you must sell investment instrument(s).

The money movement for buys happens in real-time. The money from sells settles into your HSA cash account within two business days.

To transfer all your investment holdings back into your HSA cash account and close your investment account, see the switching or closing accounts section of this guide.



MAXIMIZING YOUR HSA INVESTMENT ACCOUNT

Account statements on demand

You can view your investment statements at any time by selecting 'documents', then expanding the 'monthly statements' to choose which statement you want to view.

Tools and education

You have access to a variety of educational tools and resources designed to help you better understand the benefits of investing your HSA funds as well as provide information about the various investment options available to you.

Simply log in to your HSA portal, navigate to your HSA account summary and click on the 'learn more about investments' link.



SWITCHING OR CLOSING ACCOUNTS

Zeroing out your investment balance

You must zero out your investment balance by selling all your investments before switching investment account types or closing your investment account.

To zero out your investment balance in the **Managed account type**:

1. Click 'move money'.
2. Enter your total investment balance.
3. Select the account you want to transfer from as your HSA investment account and the account you want to transfer to as your HSA cash account.
4. Review the transfer request and then click 'submit'.

To zero out your investment balance in the **Self-Directed account type**:

1. Click 'move money' and then 'transfer funds'.
2. Enter your total investment balance.
3. Select the account you want to transfer from as your HSA investment account and the account you want to transfer to as your HSA cash account.
4. Review the transfer request and then click 'submit'.

To zero out your investment balance in the **Brokerage account type**:

1. Click into an instrument within your portfolio from your dashboard.
2. Change setting from 'buy' to 'sell'.
3. Check the 'do you want to sell your entire position?' box.
4. Review order and sell.
5. Repeat until you have sold all your positions.

KEEPING TRADE CONFIRMATIONS

Once you close an investment account you are unable to access it again. If there is anything you want to save, such as your transaction history or trade confirmations, make sure it is saved prior to closing your investment account.

In the Brokerage account type, selling your investments before closing your investment account isn't required. Simply follow the instructions in the closing your account section to automatically sell all your holdings and close your investment account. However, if you want to keep your trade confirmations for your records, you may want to sell your investments before closing your investment account.

SWITCHING ACCOUNT TYPES

You must zero out your investment balance before switching investment account types.

To switch account types, follow these steps:

1. Click 'account settings'.
2. Click 'change investment account type'.
3. Click 'submit'.

Note: By switching your investment account type, you are closing your current investment account. Once you click 'submit' to switch your investment account type, you can no longer access your investment account. The investment account is immediately closed in real-time, which means you are unable to cancel the investment account closure request.

CLOSING YOUR ACCOUNT

You must zero out your investment balance before you can close your investment account.

To close a **Managed account type**:

1. Click the 'move money' menu item.
2. Click the 'close investment account' link at the bottom of the screen.
3. Click 'submit' on the next screen.

To close a **Self-Directed account type**:

1. Click the 'move money' menu item then click 'transfer funds'.
2. Click the 'close investment account' link at the bottom of the screen.
3. Click 'submit' on the next screen.

To close your **Brokerage investment account**:

1. Click 'account settings'.
2. Click 'close investment account'.
3. Click 'submit'.

Regardless of which investment account type you have, once you close your investment account, you can no longer access it. The investment account is immediately closed in real-time, which means you are unable to cancel the investment account closure request.



A SIMPLY SMARTER APPROACH TO EMPLOYEE BENEFITS

Today, the benefits landscape is more confusing than ever, but it's also never been so essential. At Clarity, we believe life is a journey; one that should be lived well. So, we'll stop at nothing to bring clarity, and ensure you are ready for life. With state-of-the-art technology and world-class customer service, we'll handle the day-to-day so you can focus on what matters: your health.



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