Humana Access



Health Savings Account Investments

Your guide to unlocking the unlimited potential of your HSA

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The Triple Tax* Benefits of Your HSA

Now that you've made the smart choice in selecting a Health Savings Account (HSA), it's time to learn how you can maximize this opportunity through the triple tax savings on the dollars you contribute, which include:



Contributions are made pre-tax, lowering your overall taxable income.



Interest and investment earnings grow tax-free.



When used on qualified medical expenses, withdrawals are taken tax free.

*Note: States can choose to follow the federal tax-treatment guidelines for HSAs or establish their own; some states tax HSA contributions. If you have questions about your tax implications, consult your tax advisor. HSA funds used to pay for non-qualified medical expenses are subject to income taxes on the amount and a possible additional 20 percent penalty, if you are under age 65.

Using Investments¹ to Grow Your HSA Dollars

As highlighted above, one of the key benefits of an HSA is the ability for you as the accountholder to invest the dollars you contribute, potentially growing the value of your account over time. In addition to having more savings to cover future healthcare costs, it's also a great option for building your retirement savings, either in place of—or in addition to—an IRA or 401(k)².

HSA Investments Made Easy

Throughout this guide, we will show you how to begin investing your HSA dollars and managing your investment account.

Key things you need to know as you begin:

- **Minimum balance is required**: With an HSA account balance over \$1,000, you can establish an investment account. Any funds above this threshold can be invested in this account.
- Investments are self-directed: You control which mutual funds to invest in.
- Online account management: You can manage your investments online via your HSA account (more details later).

Investments in securities through the HSA Investment account are:

Not FDIC Insured | May Lose Value | No Bank Guarantee

Getting Started

Now that you understand the benefits of investing in your HSA, the following pages will help guide you through setting up your account, as well as provide tips on how to maximize your investment.

To view the current list of HSA investment funds, <u>click here</u>.

How to Set Up Your HSA Investment Account

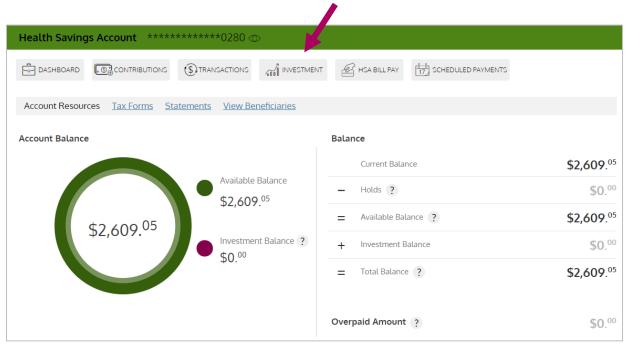
Enrolling in an Investment Account

Follow the easy steps below to enroll in an HSA investment account.

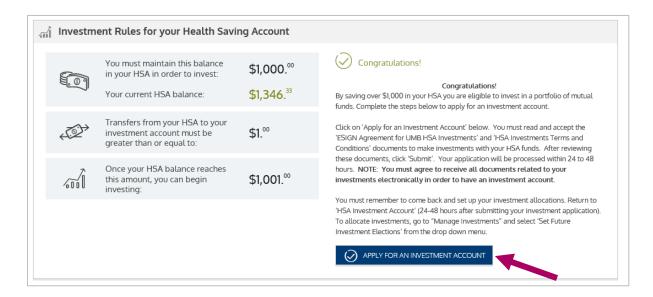
- 1. Go to HumanaAccess.com and log in. First time users must register before they can log in.
- 2. Click on the drop-down menu bars on the left side, click on *My Accounts and select > Benefit Account Summary*.



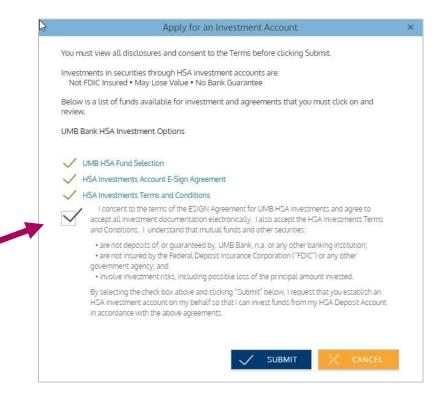
3. Click on INVESTMENT.



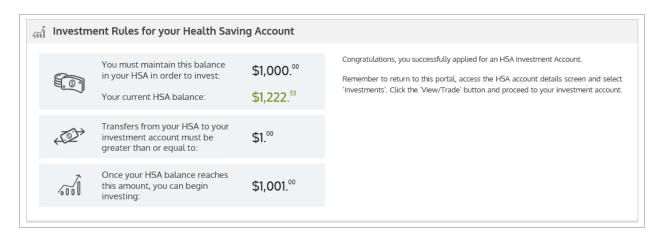
4. Read the *Investment rules for your Health Saving Account* and click **APPLY FOR AN INVESTMENT ACCOUNT.**



5. Read and understand the *HSA Investment Terms and Conditions*, check the confirmation box if you consent and click **SUBMIT.**



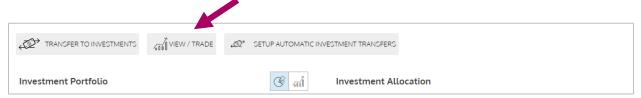
6. The below screenshot will appear confirming enrollment. Your application will process within 3-4 business days.



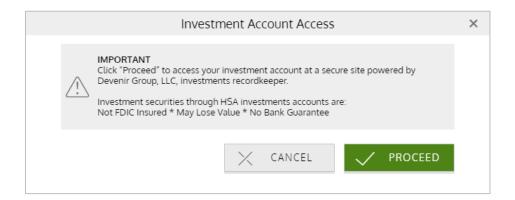
Set Up Online Access to Your Investment Account & Allocate Assets

Once your investment account has been opened, you can follow these easy steps to set up online access to your account.

 Sign in to your account at <u>HumanaAccess.com</u>. Click on the drop-down menu bars on the left side, select *My Accounts > Benefit Account Summary*, click on **Investments**, and then View/Trade.

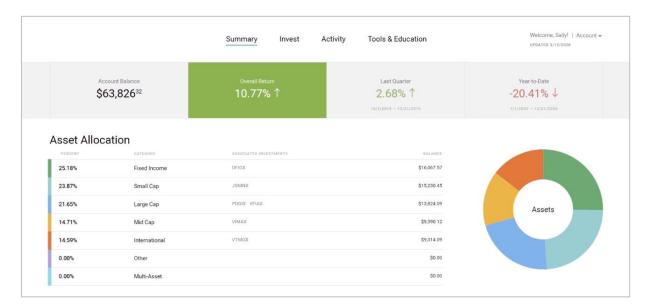


2. You will manage your investment account through our HSA investment partner's website. If a new window does not open automatically, check and disable your pop-blocker within the browser window.



You'll be asked to verify your preferred method of receiving communications.

3. You will be taken to the UMB investment account homepage where you can begin managing your account, including setting up your investment elections. (See "How to: Maximize Your HSA Investment Account" on page 11 for more information).



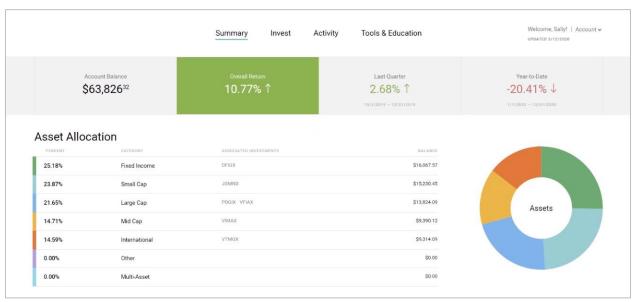
Invest Your Way

Use the following tools to unlock the full value of your HSA investment account.

Homepage

Each time you access your HSA investment account, you will come to your investment account homepage.

- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. From this page, you can navigate to access investment summaries, adjust allocations, view monthly statements, and more.

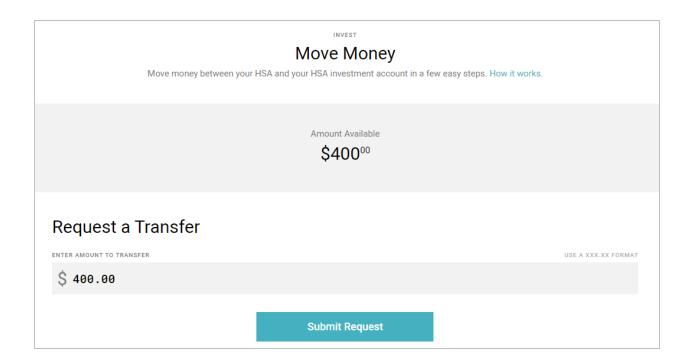


This screen shot is for illustrative purposes only and is not intended to provide any investment advice.

Move Money

Transferring money from your HSA investment account back into your base HSA

- 1. Sign into your account at <u>HumanaAccess.com</u>.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Invest**, and select **Move Money**.
- 4. Enter the dollar amount you wish to transfer.
- 5. Click Submit Request.



Realign Investment Percentages

Rebalance the weighting of your account balances between the investment options.

- 1. Sign into your account at <u>HumanaAccess.com</u>.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click Invest, and select Manage Portfolio.
- 4. On the left, click **Realign Investment Percentages**.
- 5. Manually adjust the percentages to the balances you wish to have for each fund.
- 6. Click Submit.

INVESTMENT Realignment This page allows you to rebalance the weighting of your account balance between the investment options available in your HSA investment account. This process will not change how new money moved from your HSA into you HSA investment account will be allocated. To change the way new money moved to your HSA investment account is allocated, please update your Future Investment Elections. Realignment requests entered prior to market close will be effective the same market day. Realignment requests made after the market close will be effective the next market day. To learn more about Future Investment Elections click here. To learn more about Realignment click here. FUND FEDERATED HERMES GOV'T OBL 100% 100% ADJUST YOUR PRECENTAGE CURRENT PORTFOLIO PERCENTAGE 100% BLACKROCK EQUITY DIVIDEND K 0% 0% 0 ADJUST YOUR PRECENTAGE CURRENT PORTFOLIO PERCENTAGE 0%

Transfer Between Investments

Move money between investment options within your HSA investment account.

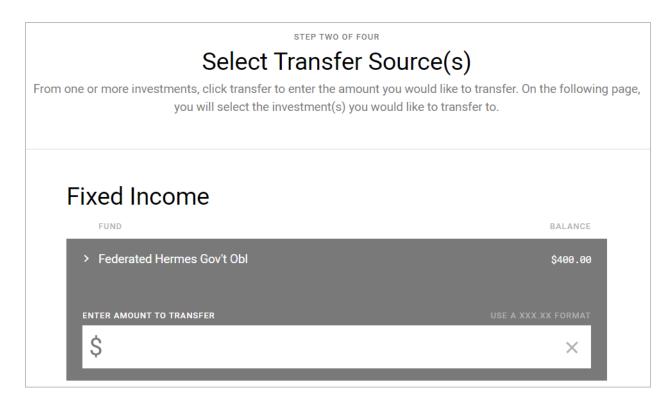
- 1. Sign into your account at <u>HumanaAccess.com</u>.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Invest**, and select **Manage Portfolio**.
- 4. On the right, click **Transfer Between Investments**.
- 5. Select whether you'd like to transfer a specific dollar amount or percentage of your funds.

How would you like to manage your portfolio?

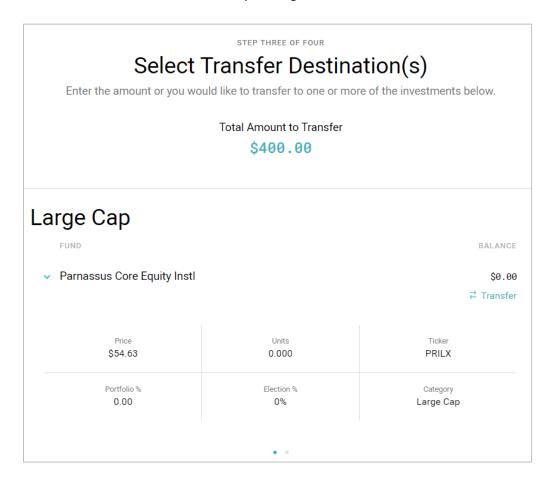
To shift the weighting of your portfolio, use Realign Investment Percentages. If you want to move money from specific investments to others, use Transfer Between Investments



- 6. Click on any fund and scroll to see that fund's **Prospectus**, **Fund Fact Sheet**, **Morningstar Page**, or **Fund Page**. If you wish to draw from this fund, click the **Transfer** link that correlates with it.
- 7. Enter the amount you wish to transfer, and click **Continue**.



8. Select the transfer destinations by clicking the **Transfer** links that correlate with them.



- 9. Click on the fund Scroll to the right to see that fund's **Prospectus**, **Fund Fact Sheet**, **Morningstar Page**, or **Fund Page**.
- 10. Click Review Transfer.
- 11. Click Complete Transfer.

Set Future Investment Elections

Pre-set the allocation of future funds. This process does not change existing HSA investment balances, but rather select how new money transferred from your HSA into your HSA investment account is allocated.

- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Invest**, and select **Set Future Investment Elections**.
- 4. On the left, click Realign Investment Percentages.

INVESTMENTS

Future Elections

This page allows you to select how new money transferred from your HSA to your HSA investment account is allocated.

This process will not change your existing HSA investment balances. In order to change the allocation of your existing HSA investments, you must either Transfer Between Investments or Realign Investment Percentages.

Future investment election changes entered prior to market close will be effective the same market day. Future investment election changes made after the market close will be effective the next market day.

To learn more about Future Investment Elections click here.

To learn more about Realignment click here.



- 5. Manually adjust the percentages to the balances you wish to have for each fund.
- 6. Click Submit.

Manage Automatic Rebalancing

Set the automatic adjustment of funds on a regular basis to ensure consistent allocation of funds.

- 1. Sign into your account at <u>HumanaAccess.com</u>.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click Invest, and select Manage Automatic Rebalancing.
- 4. Select your rebalancing cycle (monthly, quarterly, semi-annually, or annually), and click **Enable Automatic Rebalancing**.

Track Your Earnings

Investment account statements are separate from HSA statements. When you invest your HSA funds, you'll receive a regularly quarterly statement, but also be able to pull custom statements on-demand or search your transaction history.

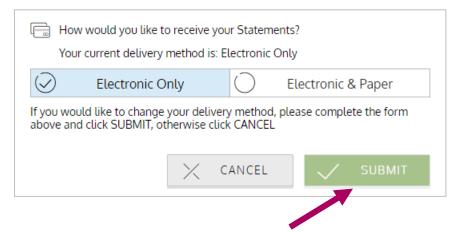
Quarterly Statements

You will be notified by email when your quarterly statement has been posted. If you do not have an email on file, to access your HSA investment statements, you will need to log in to the member website and add one. To view your quarterly statements:

- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Activity**, and select **Quarterly Statements**.

NOTE: You will be charged \$1.50 to receive a paper quarterly statement in the mail. You can avoid this fee by enrolling in electronic statements. To sign-up for electronic statements:

- Sign in to your account at HumanaAccess.com.
- Use the drop-down menu on the left to go to My Accounts > Benefit Account Summary.
- 3. Click Statements.
- 4. Click **Delivery Preferences**.
- 5. Click Electronic Only.
- Click Sample PDF File to view the PIN number.
- 7. Enter that PIN into the box.
- 8. Click SUBMIT.



Custom Statements on Demand

To generate a statement for a custom date range, select **Activity > Statements on Demand**. Because custom period statements are generated on-demand, you can generate a custom period statement by specifying the requested date range and then either taking a screen print of the statement or saving it as a PDF. The custom period statement is not archived for future reference, but you can re-run the same custom date range as needed.

Searching Pended Activity and Transaction History

You can also search for transactions currently being pended by selecting **Activity > Pending Activity**, or look up past transactions by selecting **Activity > Transaction History**. Here you can select the date range you wish to view, and view all activity, or limit the results to only the purchase or sale of shares.

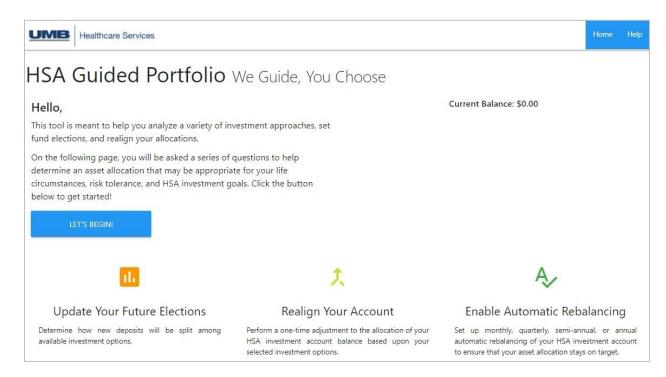
Manage Your Plan like an Expert

Humana also gives members the tools you need to manage your HSA investment, whether you're a skillful investor or new to the entire experience.

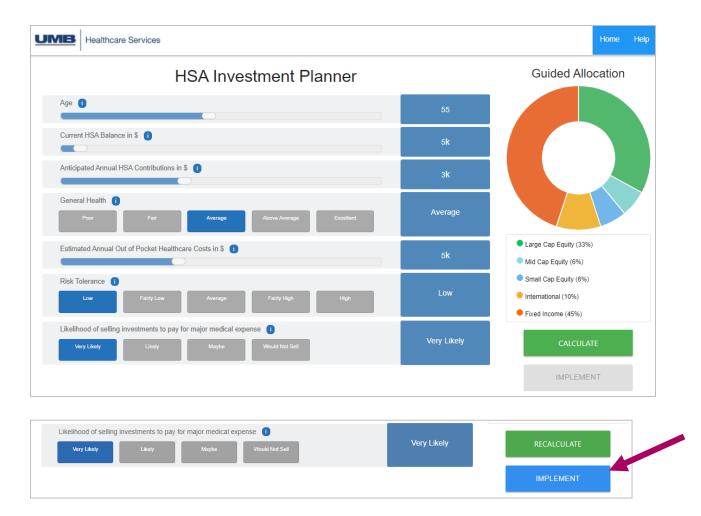
HSA Guided Portfolio

Using information you provide about yourself and your financial goals, this tool helps create a custom asset allocation to fit your life and HSA investment objectives.

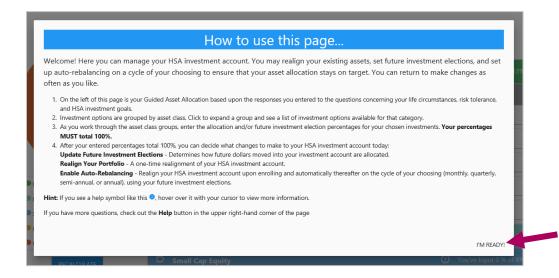
- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click Tools and Education.
- 4. Select HSA Guided Portfolio.
- 5. Click **LET'S BEGIN!** to get started.



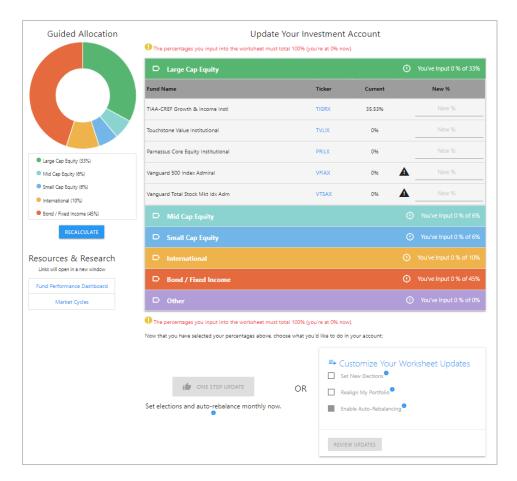
6. Set the criteria to match your current life circumstances, risk tolerance, and HSA investment goals. Then click **Calculate**, and if you approve of the allocation, click **Implement**.



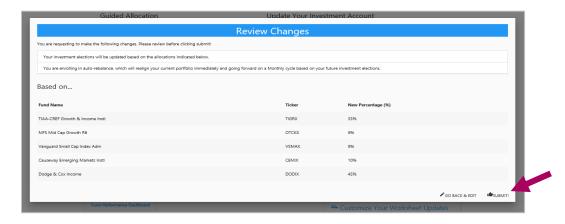
7. On the next screen, click I'm Ready!



8. Follow the guidance to select election percentages for each of the fund options. You are not required to follow this guidance; however, your election percentages must total 100 percent.



Once the percentages are updated, the One Step Update button and Customize Your
Worksheet Updates button both become available. The One Step Update will set elections,
rebalance, and enroll in monthly auto-rebalancing. A popup window will appear to confirm the
changes. If elections are correct, select Submit.



The above screen shot is for illustrative purposes only and is not intended to provide any investment advice.

10. A confirmation page will appear showing your elections.

Your Results

Action Summary

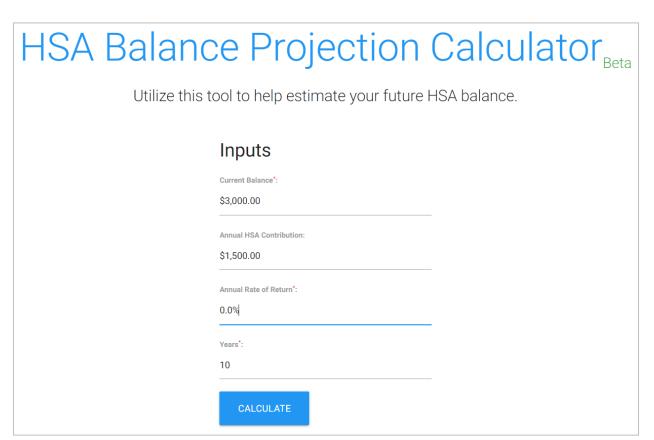
Nice job, the sucessful actions you took below will be processed within 1-2 business days!

Confirmation Numbers

HSA Balance Projection Calculator

Visualize how your HSA balance will grow over time. See how a few changes in the near term can have a profound impact on HSA balances in the long-term.

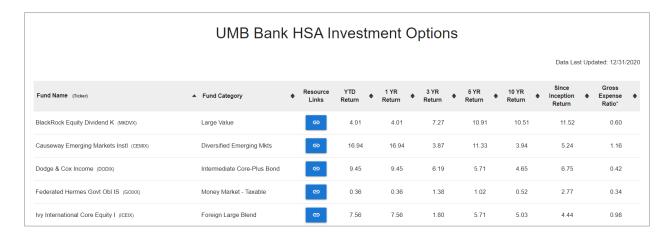
- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click Tools and Education.
- 4. Select HSA Balance Projection Calculator.
- 5. Enter your current HSA investment balance, as well as your expected annual contribution, the rate of return you want to view, and the length of time over which you want to view the projections.
- 6. Click **Calculate** to see the projections.



Fund Performance Dashboard

Get a dashboard view of the historical performance of the investment options available through your investment account, as well as access valuable resources like prospectuses and fund fact sheets.

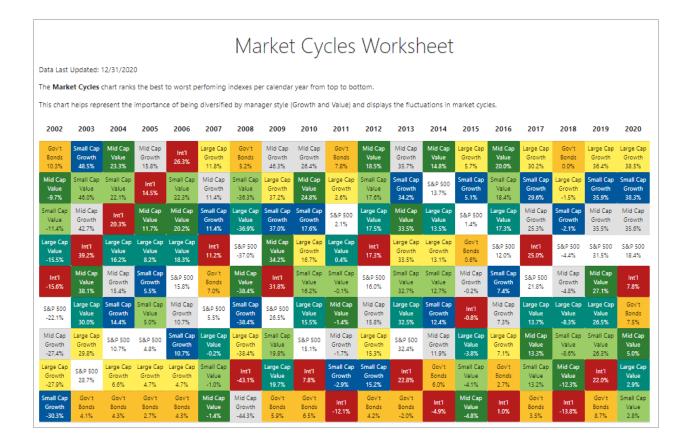
- 1. Sign into your account at HumanaAccess.com.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Tools and Education**.
- 4. Select Fund Performance Dashboard.
- 5. Click the blue Resource Link button next to any fund to access its prospectus, fact sheet, or an analysis from Morningstar[®].



Market Cycles

Get a grid view of the comparative performance of asset classes over time.

- 1. Sign into your account at <u>HumanaAccess.com</u>.
- 2. Use the drop-down menu on the left to go to *My Accounts > Benefit Account Summary*, then click on **Investment** and **View/Trade**. Click **Proceed**.
- 3. At the top, click **Tools and Education**.
- 4. Select Market Cycles.
- 5. Here you'll see a color-coded grid that shows the ranking of performing indexes from best (at the top) to worst (on the bottom) by year.



Learn More

Learn the fundamental principles of investing by accessing the topics in our Investment Concepts section, found under the **Tools & Education** dropdown within the HSA Investment portal. You can also search a comprehensive FAW section to learn more about how to manage your HSA investment.

Frequently Asked Questions

How often are performance results for investment funds updated?

Performance is updated monthly and is available on the member website. You can also link to quarterly performance updates within the member website's online HSA resources.

How long does it take to transfer money?

It takes 1-2 business days to transfer money to/from your HSA investment account, and the transferred funds are available in 2-4 business days.

How can I access my HSA investment account?

Once logged in to the Humana Access website, the drop-down menu on the left side to click **My Accounts** and then **Benefit Account Summary**. On the next screen, click **Investment** and **View/Trade**.

This will bring you to our HSA investment partner's website where you can manage your investments. If a new window does not open automatically, check and disable your browser's pop-blocker.

What happens if I go below the \$1,000 threshold in my HSA?

If your HSA balance goes below the \$1,000 threshold, you cannot put more money into your investment account until your balance is back above the threshold. Keep in mind that when funds are transferred to your HSA investment account, the amount of the transfer cannot bring the balance of your HSA below your investment threshold.

Can I use my investment funds to pay for qualified medical expenses?

Yes, but the money from your HSA investment account will need to be transferred back to your HSA before you can use it to pay for qualified medical expenses.

What does "self-directed" account mean?

Self-directed means that neither the banking partner nor the investment partner can provide investment advice such as which funds to pick. If you are seeking investment advice, utilize online resources such as Morningstar.com or consult an investment professional.

How do I close my investment account?

You can liquidate your investment account to a \$0.00 balance. This will keep future investment options available to you without incurring a monthly investment maintenance fee. To liquidate funds, go to "Transferring Funds to Your HSA Deposit Account" within this guide. If you decide you no longer wish to make future investments, you must contact Humana by calling 1-800-604-6228 and advise us that you wish to fully close your investment account.

Investments in securities through the HSA Investment account are:

Not FDIC Insured | May Lose Value | No Bank Guarantee

¹ UMB Investment Management selects mutual funds in various asset classes for inclusion in the UMB Investment program. UMB Investment Management is a department of UMB Bank, n.a. UMB Bank, n.a. is a wholly-owned subsidiary of UMB Financial Corporation.

² Anspach, D. (2016, October 12). HSA vs. IRA? You Might Be Surprised. Retrieved from https://www.thebalance.com/hsa-vs-ira-you-might-be-surprised-238

Important!

At Humana, it is important you are treated fairly.

Humana Inc. and its subsidiaries comply with applicable Federal Civil Rights laws and do not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, gender, gender identity, ancestry, marital status or religion.

English: ATTENTION: If you do not speak English, language assistance services, free of charge, are available to you. Call1-877-320-1235(TTY: 711).

Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al1-877-320-1235(TTY: 711).

繁體中文 (Chinese):注意:如果您使用繁體中文,您可以免費獲得語言援助服務。請致電1-877-320-1235(TTY:711)。

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