



## Frequently Asked Questions

### Table of Contents

<b>Selecting Investments and Fund Information</b> .....	3
1. What investment options are available through my HSA investment account? .....	3
2. Can you help me select the mutual funds I should invest in? .....	3
3. Where can I find the prospectuses for the mutual funds available through my HSA investment account? .....	3
4. What tools and educational resources are available to me? .....	3
5. Is money invested through my HSA investment account insured by ASI? .....	3
6. What minimum investment amounts apply to the mutual funds available through my HSA investment account? .....	4
7. Where can I find the expense ratios for the mutual funds available through my HSA investment account? .....	4
8. Do any commissions or loads apply to the mutual funds available through my HSA investment account? .....	4
9. Do any additional fees apply to transactions requested through my HSA investment account? .....	4
10. How will I know if the funds I choose have a redemption or frequent trading policy? .....	4
<b>Reviewing and Managing Your HSA Investments</b> .....	5
11. How do I move money from my HSA to my HSA investment account? .....	5
12. How often is my HSA investment account balance updated? .....	5
13. How often can I make changes to my HSA investments? .....	6
14. Where can I review recent or pending activity to my account? .....	6
15. Where can I find statements for my HSA investment account? .....	6
16. What are future investment elections, how do I set them, and why are they important? .....	6
17. What is realignment, how do I request it, and why does it matter? .....	7
18. How do I transfer money between investments in my account? .....	7
19. How do I move money from my HSA investment account back to my HSA? .....	8
20. How do I close my HSA investment account? .....	8
<b>Managing Your Account</b> .....	8
21. Is there a fee for having an HSA investment account? .....	8
22. How do I update my email address? .....	9
23. What is Two-Factor Authentication? .....	9

24. How do I enable Two-Factor Authentication? .....	9
25. What is App Based Authentication? .....	9
26. What is Email Authentication? .....	10
27. How do I disable Two-Factor Authentication? .....	10
<b>HSA Guided Portfolio</b> .....	10
28. What is HSA Guided Portfolio? .....	10
29. Are there additional fees for using HSA Guided Portfolio? .....	10
30. Do I need to follow the asset allocation percentages returned by HSA Guided Portfolio?....	10
31. I still have questions about my HSA investment account, who do I contact? .....	10
32. What is automatic rebalancing and how does it work? .....	11
33. What is One Step Update?.....	11
34. I still have questions about my HSA investment account, who do I contact? .....	11

# Selecting Investments and Fund Information

## 1. What investment options are available through my HSA investment account?

You may review the investment options available to you through your HSA investment account on the [Fund Performance Dashboard](#). The [Fund Performance Dashboard](#) provides historical performance information, the fund category, and the gross expense ratio for each fund. For more in-depth information concerning the funds offered, you may also view each fund's prospectus, fact sheet, and Morningstar® page by using the Resource Links in the [Fund Performance Dashboard](#).

## 2. Can you help me select the mutual funds I should invest in?

No. Your HSA investment account is self-directed. This means you select the investments that are right for you. To help you make your selections, educational resources, fund information, and tools are available through the Tools and Education page and the [Fund Performance Dashboard](#). You may also review the mutual fund's prospectuses and fact sheets for important information regarding the objectives and risks associated with investing in the mutual fund. If you still have questions, you may wish to speak with a personal investment advisor.

## 3. Where can I find the prospectuses for the mutual funds available through my HSA investment account?

Links to each fund's prospectus, fact sheet, and Morningstar® page are available under Resource Links on the [Fund Performance Dashboard](#). You may also obtain a prospectus directly from the mutual fund company through the fund's website.

## 4. What tools and educational resources are available to me?

Through your HSA investment account, you have access to leading research and decision support tools as well as educational resources to help you make informed decisions. These are available to you through the Tools and Education page.

## 5. Is money invested through my HSA investment account insured by ASI?

No. Mutual funds are not insured by ASI, nor are they guaranteed by your HSA provider. Mutual funds may lose value. It is your responsibility to understand the risks of investing your HSA dollars. If you still have questions, you may wish to work with a personal investment advisor.

**6. What minimum investment amounts apply to the mutual funds available through my HSA investment account?**

There are no minimum investment amounts for purchases of mutual funds through your HSA investment account.

**6a. Is there a minimum dollar amount I must transfer to HSA investments?**

Yes, all transfers to your HSA investment account from your HSA deposit account must be \$2,000 or greater.

**7. Where can I find the expense ratios for the mutual funds available through my HSA investment account?**

The [Fund Performance Dashboard](#) lists the gross expense ratio for each fund available through your HSA investment account. For additional information concerning the expense ratio and any other fees that may apply, you may review the fund's prospectus. Links to the prospectus for each fund can be found under Resource Links on the [Fund Performance Dashboard](#).

**8. Do any commissions or loads apply to the mutual funds available through my HSA investment account?**

No. The mutual funds available through your HSA investment account are load-waived or no-load funds.

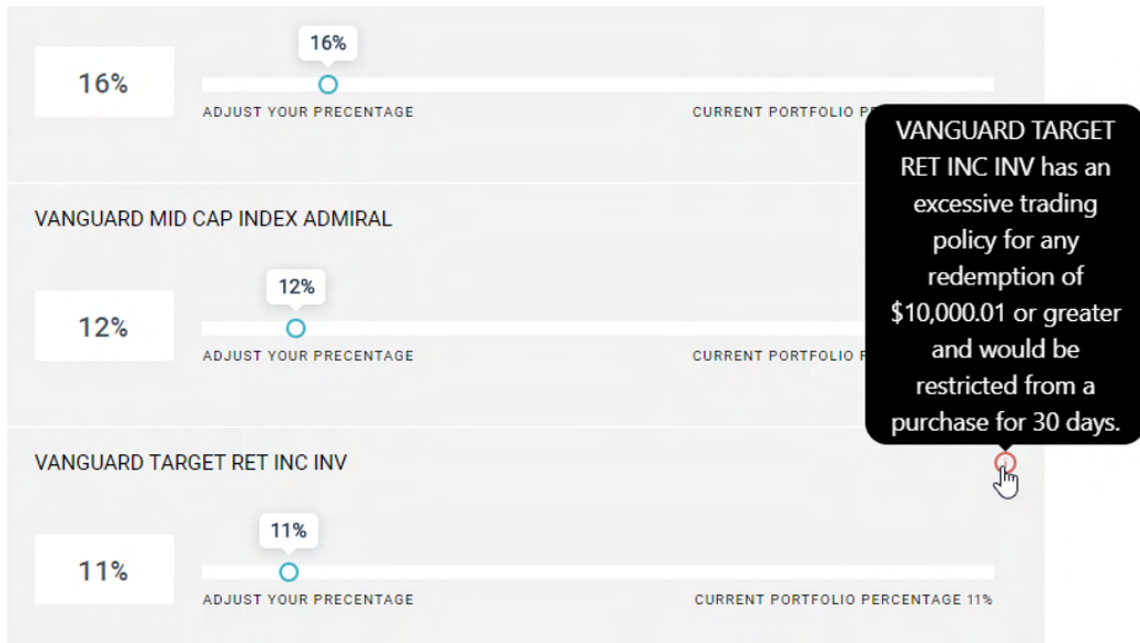
**9. Do any additional fees apply to transactions requested through my HSA investment account?**

Your HSA investment account does not charge a fee for transactions you request through your HSA investment account.

To curb market timing practices, certain funds may impose short term redemption fees or trading blocks. For information on whether a fund assesses short term redemption fees or blocks, as well as the specifics concerning those policies, please reference the fund's prospectus. Links to the prospectus for each fund can be found under Resource Links on the [Fund Performance Dashboard](#).

**10. How will I know if the funds I choose have a redemption or frequent trading policy?**

If you see an alert icon next to a fund when you are realigning your account or transferring between investments, hover over the icon to see the trading policy that applies to that fund. See the example below:



For complete information concerning redemption or frequent trading policies please refer to the fund’s prospectus. Links to the prospectus for each fund can be found under Resource Links on the [Fund Performance Dashboard](#).

## Reviewing and Managing Your HSA Investments

### 11. How do I move money from my HSA to my HSA investment account?

In order to move money from your HSA into your HSA investment account:

Click on Move Money from the Invest menu and select To Investments.

Enter the dollar amount you would like to transfer from your HSA to your HSA investment account.

Use the 'Submit Request' button to complete your request.

Note: Trades resulting from requests to move from your HSA to your HSA investment account made prior to 1 PM ET on a trading day will be processed the next trading day. Trades resulting from requests to move from your HSA to your HSA investment account made after 1 PM ET on a trading day will be processed within 2 trading days.

### 12. How often is my HSA investment account balance updated?

Your balance is updated on a nightly basis each day the New York Stock Exchange is open.

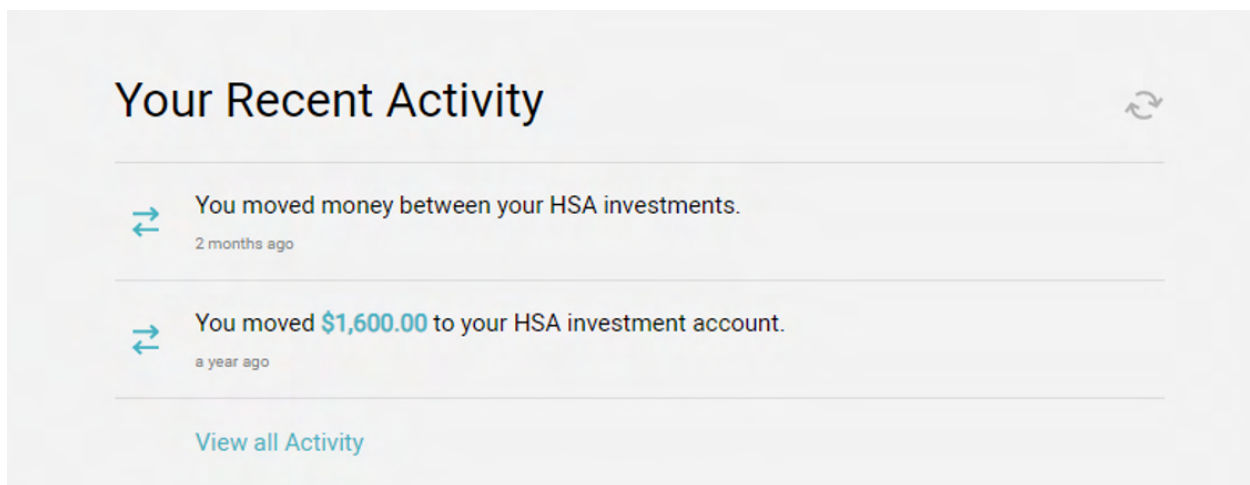
### 13. How often can I make changes to my HSA investments?


You may make changes to your HSA investment account as often as you choose, but please be aware, some funds may charge short-term redemption fees or institute trading blocks to prevent market-timing practices.

For complete information concerning redemption or frequent trading policies please refer to the fund's prospectus. Links to the prospectus for each fund can be found under Resource Links on the [Fund Performance Dashboard](#).


### 14. Where can I review recent or pending activity to my account?

Your most recent account activity is summarized on the Account Summary page:




**Your Recent Activity** 

---

 You moved money between your HSA investments.  
2 months ago

---

 You moved **\$1,600.00** to your HSA investment account.  
a year ago

---

[View all Activity](#)

For a summary of all transactions between a given date range, use the Transaction History page in the Activity menu.

To review and/or cancel activity you have requested but which has not yet been processed, use the Pending Activity page in the Activity menu.

### 15. Where can I find statements for my HSA investment account?

In order to access your HSA investment account statements, click on Quarterly Statements in the Activity menu.

You may also create a custom period statement at any time by clicking on Statements On Demand in the Activity menu.

### 16. What are future investment elections, how do I set them, and why are they important?

Future investment elections determine how money moved to your HSA investment account from your HSA is split between the mutual fund options available to you. Once you set your investment elections, new money transferred to your HSA

investment account will be automatically invested based upon the funds and percentages you have pre-selected. If you do not have future investment elections set prior to money being moved to your HSA investment account, that money will be placed in the money market fund and will remain there until you realign your account or transfer that money to another fund or funds. Prior to setting your investment elections you may wish to consult with a financial professional for help creating an asset allocation that works for you.

To set your future investment elections, click on Set Future Investment Elections under the Invest menu.

To learn more about Future Investment Elections, please view the myHSAinvestments portal guide:

<https://hsainvestments.com/p/myhsainvestments/guide.html>

Future investment elections only affect the way new money moved to your HSA investment account is allocated. To change the allocation of your existing balance, select Realign Investment Percentages or Transfer Between Investments under the Invest -> Manage Portfolio menu.

### **17. What is realignment, how do I request it, and why does it matter?**

Realignment adjusts the way money held in your HSA investment account is allocated between funds, based on the percentages you select. When you realign your HSA investment account, you are requesting trades that move money from your current mutual fund holdings into new funds you choose, at the percentages you choose. Prior to realigning your account, you may wish to consult with a financial professional for help creating an asset allocation that works for you.

To realign your account, click on Realign Investment Percentages under the Invest -> Manage Portfolio menu.

To learn more about realignment, please view the myHSAinvestments portal guide: <https://hsainvestments.com/p/myhsainvestments/guide.html>

To change the way new money moved to your HSA investment account is allocated, click on Set Future Investment Elections under the Invest menu. To move money directly between individual investments, click on Transfer Between Investments under the Invest -> Manage Portfolio menu.

### **18. How do I transfer money between investments in my account?**

If you would like to move money directly between funds in your account:

Click on Transfer Between Investments under the Invest -> Manage Portfolio menu.

On the Select Transfer Type page, select whether to Transfer Using Dollars or Transfer Using Percentages. Note: If you wish to transfer more than 90% of the balance out of a fund, it is recommended to use the Transfer Using Percentages option.

On the Select Transfer Source(s) page, pick which fund, or funds, to move dollars from (i.e. \$150 from Fund A, \$200 from Fund B, etc.) or which fund, or funds, to move percentages from (i.e. 100% of your dollars in Fund A, 50% from Fund B, etc.) and click "Continue".

On the Select Transfer Destinations(s) page, pick which fund, or funds, to move dollars to (i.e. \$150 to Fund C, \$200 to Fund D, etc.) or which fund, or funds, to move percentages from (i.e. 100% of your dollars to Fund C, 50% to Fund B, etc.) and click "Continue".

On the Review Your Transfer Page, review your request and click "Complete Transfer" to complete your request.

### **19. How do I move money from my HSA investment account back to my HSA?**

In order to move money from your HSA investment account back to your HSA:

Click on Move Money from the Invest menu.

Enter the dollar amount you would like to transfer from your HSA investment account back to your HSA.

Use the 'Submit Request' button to complete your request.

Your HSA investments will be liquidated on a pro-rata basis based upon your balance by fund to generate the cash to complete the request.

Note: Requests resulting in the liquidation of 90% or more of a mutual fund will be processed based upon the number of units calculated using the previous market day's NAV.

### **20. How do I close my HSA investment account?**

If you would like to close your HSA investment account, please contact your HSA provider.

## **Managing Your Account**

### **21. Is there a fee for having an HSA investment account?**

When you activate your myHSAinvestments account, you pay a 0.50% Investment Account Service Fee (0.125% per quarter or \$1.25 per \$1,000 of account value) on



the first \$100,000 in myHSAinvestments assets. Any myHSAinvestments assets you hold in excess of \$100,000 are not subject to the Investment Account Service Fee. The Investment Account Service Fee will be deducted from your myHSAinvestments account each quarter, on or about, the 10th business date of the month following the end of a calendar quarter. There is a minimum Investment Account Service Fee of \$5.00.

## **22. How do I update my email address?**

To update the email address for your account:

Click on Account in the upper righthand corner of the HSA investment portal.

Click on the Update Email Address dropdown.

Enter your new email address in the New Email Address box.

Click on "Update Email Address".

## **23. What is Two-Factor Authentication?**

Two-Factor Authentication is an advanced security method designed to protect your investment account. Turning on Two-Factor Authentication requires you to verify either a one-time password sent to your email, or a one-time password found in an authentication mobile application on your device.

## **24. How do I enable Two-Factor Authentication?**

Two-Factor Authentication settings can be found on the Manage Account page. Click on Two-Factor Authentication and then click the switch. After clicking the switch, you must select your preferred type of authentication (App Based or Email) and click Update Preference. You are required to finish all the steps after clicking Update Preference to successfully enable Two-Factor Authentication.

## **25. What is App Based Authentication?**

App Based Authentication is a type of Two-Factor Authentication that requires you to use an authentication mobile application on your mobile phone or tablet (ex. Microsoft Authenticator, Google Authenticator, or many others). If you enable App Based Authentication you will be prompted to enter your account password. Then you must add your investment account to your chosen authentication application by scanning the QR code or by entering the secret key within the app. Finally, you are required to verify the one-time password given to you by the app by entering it on the confirmation page and clicking confirm. Once verified, you will be asked to enter the one-time password from that app every time you login to your investment account. App Based Authentication requires that you keep your chosen authentication app on your device.

## **26. What is Email Authentication?**

If you select Email Authentication, you will be sent a one-time password to the email address that is associated with your investment account each time you login to your account. Make sure your email is accurate under the Update Email Address field on the Manage Account page.

## **27. How do I disable Two-Factor Authentication?**

Two-Factor Authentication settings can be found on the Manage Account page. Click on Two-Factor Authentication and then click the switch. Finally, select Update Preference and verify your account password.

# **HSA Guided Portfolio**

## **28. What is HSA Guided Portfolio?**

Through information you provide about yourself, HSA Guided Portfolio can help you create an asset allocation that fits your HSA investment objectives. Once your asset allocation has been selected, you may take action to make changes to your account directly from the tool.

## **29. Are there additional fees for using HSA Guided Portfolio?**

There are no additional fees in order to use HSA Guided Portfolio and you may use it as often as you like. Keep in mind, mutual funds are considered long-term investments and some funds may charge short-term redemption fees to discourage market timing practices. Please review the fund's prospectus for fees related to the fund's short-term trading policies.

## **30. Do I need to follow the asset allocation percentages returned by HSA Guided Portfolio?**

No. Your HSA investment account is self-directed, which means it's up to you to decide how your account is invested. You are not required to follow the percentages returned by HSA Guided Portfolio, however your total asset allocation after you have made your selections must total 100%.

## **31. I still have questions about my HSA investment account, who do I contact?**

If you have questions about your HSA investment account after reviewing these frequently asked questions, please contact your HSA provider.

### **32. What is automatic rebalancing and how does it work?**

Automatic rebalancing will rebalance your portfolio on a schedule of your choosing: monthly, quarterly, semi-annually, or annually. This helps to keep your portfolio more closely aligned with your preferred asset allocation without the need for manual action on your part.

You can enable, turn off, or change your automatic rebalancing cycle from the Manage Automatic Rebalancing page.

Please view the myHSAinvestments portal guide to learn more about automatic rebalancing: <https://hsainvestments.com/p/myhsainvestments/guide.html>

### **33. What is One Step Update?**

Using the One Step Update feature of HSA Guided Portfolio will update your future investment elections, realign your account based on the percentages you entered, and enable automatic monthly rebalancing.

### **34. I still have questions about my HSA investment account, who do I contact?**

If you have questions about your HSA investment account after reviewing these frequently asked questions, please contact your HSA provider.