



London
Health
Administrators
Health Care Saving Solutions



Health Savings Account Investments

Your guide to unlocking the unlimited potential of your HSA

Contents

The Triple Tax* Benefits of Your HSA	2
Using Investments ¹ to Grow Your HSA Dollars	2
HSA Investments ¹ Made Easy	2
Getting Started.....	3
How To: Setting Up Your HSA Investment Account.....	3
Enrolling in an Investment Account.....	3
Set Up Online Access to Your Investment Account & Allocate Assets	6
Transferring funds from your HSA deposit account to your HSA Investment ¹ Account	7
How To: Maximizing Your HSA Investment¹ Account.....	9
Navigate Your HSA Investment Account.....	9
Homepage.....	9
Investment Summary.....	9
Allocations and Transfers.....	10
Updating Your Investment Elections	10
Re-Allocating Your Portfolio.....	11
Transferring Funds Between Investments	11
Transferring Funds to Your HSA Deposit Account	12
Planning Tools.....	13
Guided Portfolio.....	13
Balance Projection	16
Account Statements on Demand	17
Quarterly Statements.....	17
Custom Period Statement.....	17
Frequently Asked Questions.....	18
How often are investment fund performance results updated?.....	18
How long does it take to transfer money?	18
How can I access my HSA investment ¹ account?.....	18
What happens if I go below the \$1,000 threshold in my HSA?	18
Can I use my investment funds to pay for qualified medical expenses?	18
What does “self-directed” account mean?.....	18

The Triple Tax* Benefits of Your HSA

You've made the smart choice in selecting a Health Savings Account (HSA)! Now it's time to learn how you can maximize the opportunity that comes with this tax-advantaged* account.

With an HSA, you get the unparalleled benefits of triple tax savings* on the dollars you contribute, which include:



**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% 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 account holder to invest the dollars you contribute, potentially growing the value of your account over time. In addition to the benefit of having more dollars to pay for healthcare costs in the future, it may also be a great option for retirement savings either in place of or in addition to an IRA or 401(k)².

HSA Investments¹ 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

^{1,2} See page 17 for full disclosures

Getting Started

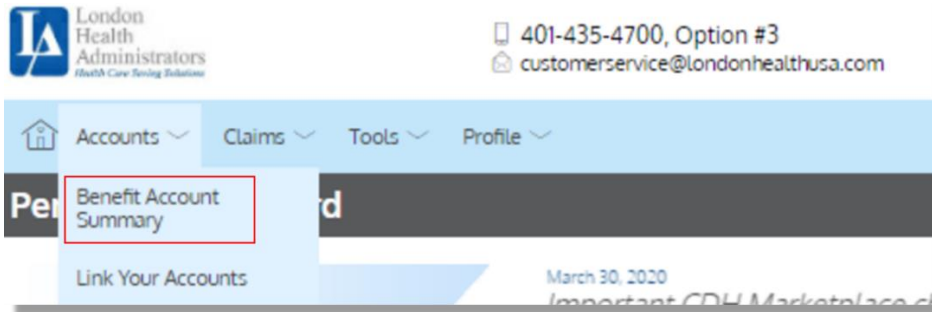
Now that you understand the benefits of investing¹ in your HSA, it's time to begin! The following pages will help guide you through your account set-up, as well as provide tips on how to maximize your investment account.

How To: Setting Up Your HSA Investment Account

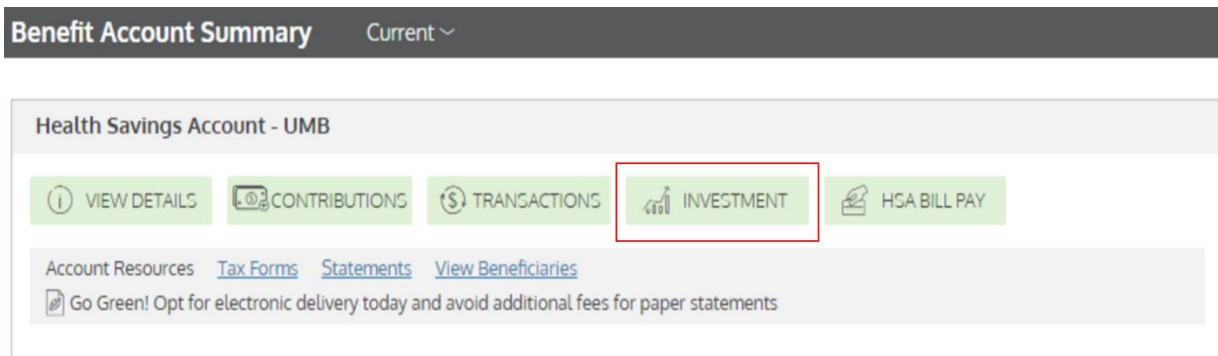
Enrolling in an Investment Account

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

1. First, go to **londonhealth.wealthcareportal.com** and log in. First time users must register before they can log in. Click the **Accounts** tab and then the **Benefit Account Summary** button.
2. Navigate to My Accounts > Benefit Account Summary.







3. Click on the **Investment** tab




¹See page 17 for full disclosures

4. Read the *Investment rules for your Health Saving Account* and click on **Apply For An Investment Account**.

Investment Rules for your Health Saving Account

	You must maintain this balance in your HSA in order to invest:	\$1,000.⁰⁰	<p> Congratulations!</p> <p>Congratulations! By saving over \$1,000 in your HSA you are eligible to invest in a portfolio of mutual funds. Complete the steps below to apply for an investment account.</p> <p>Click on 'Apply for an Investment Account' below. You must read and accept the 'ESIGN Agreement for UMB HSA Investments' and 'HSA Investments Terms and Conditions' documents to make investments with your HSA funds. After reviewing these documents, click 'Submit'. Your application will be processed within 24 to 48 hours. NOTE: You must agree to receive all documents related to your investments electronically in order to have an investment account.</p> <p>You must remember to come back and set up your investment allocations. Return to 'HSA Investment Account' (24-48 hours after submitting your investment application). To allocate investments, go to "Manage Investments" and select "Set Future Investment Elections" from the drop down menu.</p>
	Your current HSA balance:	\$1,346.³³	
	Transfers from your HSA to your investment account must be greater than or equal to:	\$1.⁰⁰	
	Once your HSA balance reaches this amount, you can begin investing:	\$1,001.⁰⁰	

 **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**.




Apply for an Investment Account

You must view all disclosures and consent to the Terms before clicking Submit.

Investments in securities through HSA investment accounts are:
Not FDIC Insured • May Lose Value • No Bank Guarantee

Below is a list of funds available for investment and agreements that you must click on and review.



UMB Bank HSA Investment Options

-  UMB HSA Fund Selection
-  HSA Investments Account E-Sign Agreement
-  HSA Investments Terms and Conditions


I consent to the terms of the ESIGN Agreement for UMB HSA Investments and agree to accept all investment documentation electronically. I also accept the HSA Investments Terms and Conditions. I understand that mutual funds and other securities:




- are not deposits of, or guaranteed by, UMB Bank, n.a. or any other banking institution;
- are not insured by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency; and
- involve investment risks, including possible loss of the principal amount invested.

By selecting the check box above and clicking "Submit" below, I request that you establish an HSA investment account on my behalf so that I can invest funds from my HSA Deposit Account in accordance with the above agreements.

 **SUBMIT**  **CANCEL**

- 6. The below screenshot will appear confirming enrollment. The application will process within 2-3 business days.

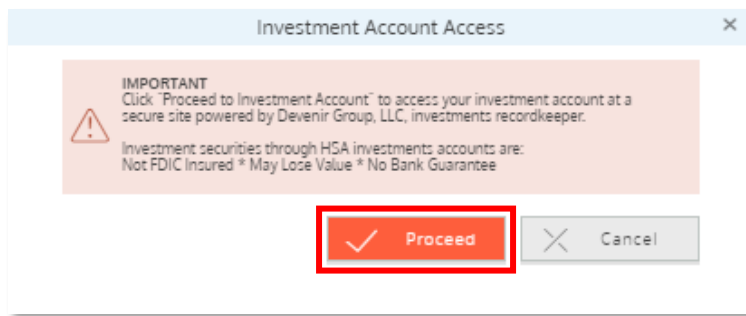
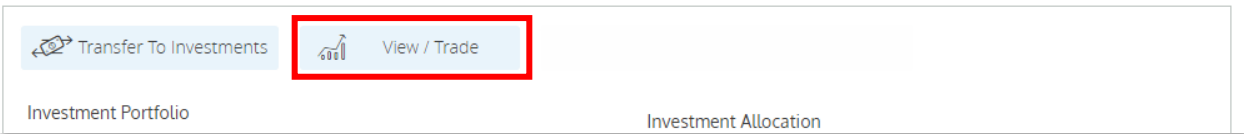
 **Investment Rules for your Health Saving Account**

	You must maintain this balance in your HSA in order to invest: \$1,000.⁰⁰	<p>Congratulations, you successfully applied for an HSA Investment Account.</p> <p>Remember to return to this portal, access the HSA account details screen and select 'Investments'. Click the 'View/Trade' button and proceed to your investment account.</p>
	Your current HSA balance: \$1,222.³³	
	Transfers from your HSA to your investment account must be greater than or equal to: \$1.⁰⁰	
	Once your HSA balance reaches this amount, you can begin investing: \$1,001.⁰⁰	

Set Up Online Access to Your Investment Account & Allocate Assets

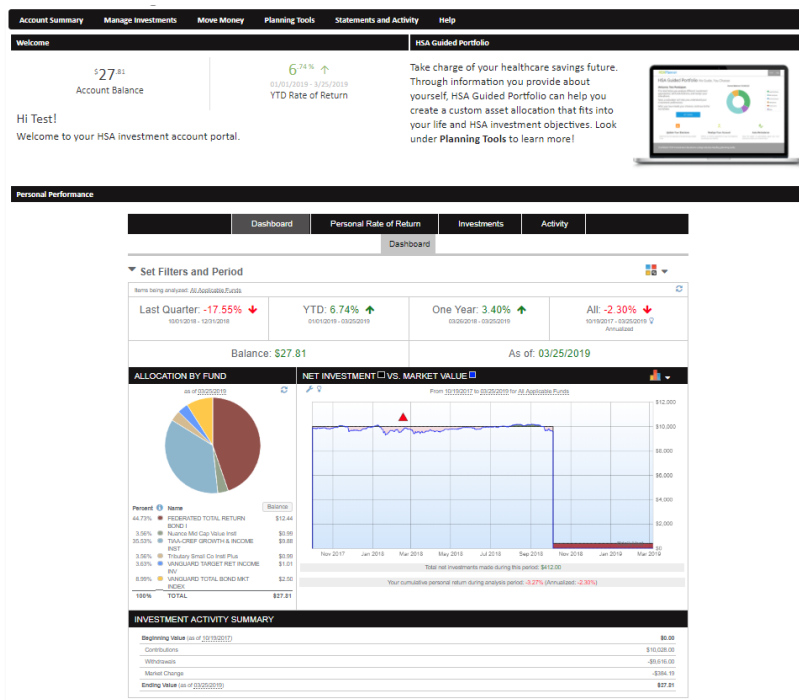
Once your investment account has been opened, you can follow these easy steps to set up online access to your account.

1. Once logged into the member website, click **Accounts > Benefit Account Summary > Investments > View/Trade**. 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.

2. You will be taken to the investment account homepage where you can begin managing your account, including setting up your investment elections. (See ‘How to: Maximize Your HSA Investment Account’, page 9, for more information).



Transferring funds from your HSA deposit account to your HSA Investment¹ Account

Follow the steps below to begin funding your HSA investment account from your HSA deposit account.

1. Once logged into your account, click **Claims and Spending > Access > Benefit Account Summary > Investments > Transfer to Investments**. If a new window does not open automatically, check and disable your pop-up blocker within the browser window.

Enter the amount that you want to transfer next to **Transfer Amount**. Then click **Submit**.

The screenshot shows a window titled "Transfer to Investments" with a close button (X) in the top right corner. The window displays the following information:

Balance	\$1,490.00
Maintain Balance	\$1,000.00
Pending Transfers	\$0.00
Available to Invest	\$490.00
Minimum Investment Amount	\$1.00
Maximum Investment Amount	\$490.00

A blue callout box points to the "Available to Invest" value, stating: "Available to Invest is the maximum you can invest due to the minimum balance requirements."

Below the table is an information box with an 'i' icon:

Please specify the amount you would like to transfer and then click on 'Submit'.

Note: If your transfer request is submitted by 1:00 p.m. ET on an active trading day, the funds will be available for investment by the opening of the 3rd business after you entered your request.

Important: Once you click 'Submit' your transfer cannot be edited or deleted, so please be sure to enter transfers only once, and verify the amount before you click 'Submit'.

At the bottom, there is a form with a red border around the "Transfer Amount" field and the "Submit" button. The "Transfer Amount" field is labeled with a dollar sign icon and an asterisk. The "Submit" button has a checkmark icon, and the "Cancel" button has an 'X' icon.

2. A window will open to confirm that your transfer was submitted successfully. Read the information regarding transfer timing and click **Close**.

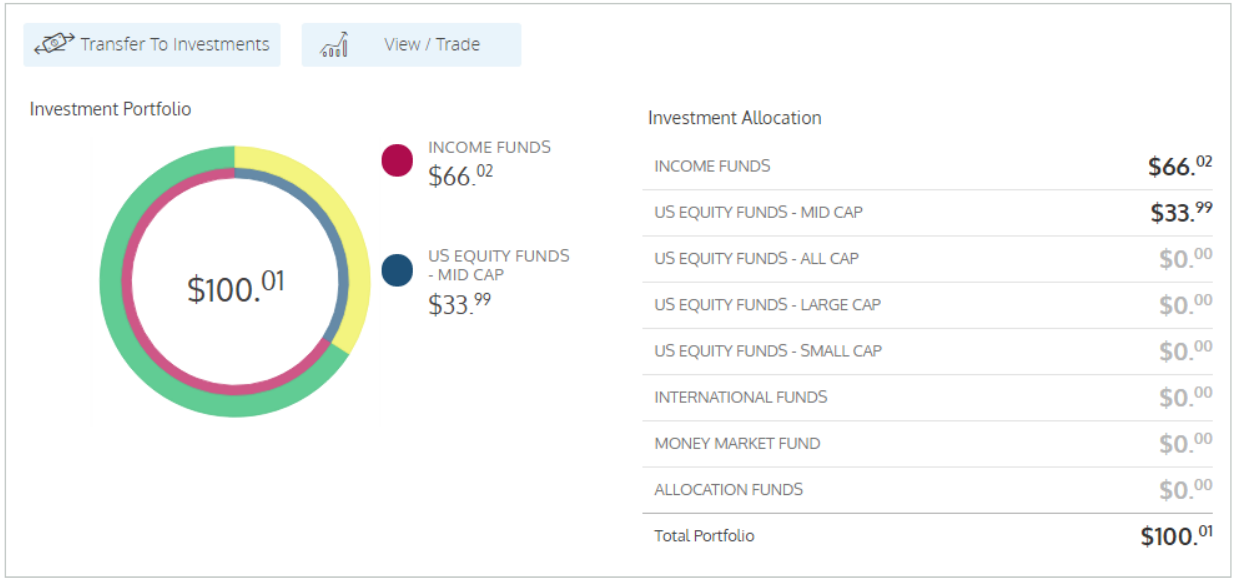
The screenshot shows a window titled "Transferred Successfully" with a close button (X) in the top right corner. The window displays the following information:

Your transfer of [transferamt] has been submitted successfully.
As long as your transfer request is received by 1:00 p.m. ET on an active trading day, the funds will be available for investment by the opening of the 3rd business day after you entered your request. Transfers entered after 1:00 p.m. ET require an extra business day to be available for investing.

At the bottom right, there is a red button with a checkmark icon and the text "Close".

¹ See page 17 for full disclosures

3. You should then see the transaction as a **Pending Transfer**.



Pending Transfers		
(\$150.00)	Date Requested Mar 12, 2018	Date available in Investment Account Mar 14, 2018

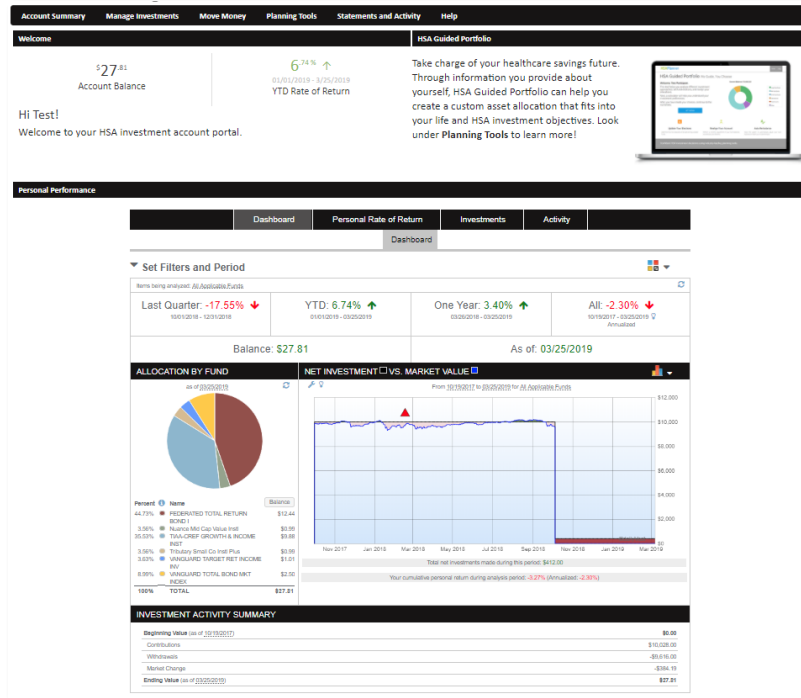
How To: Maximizing Your HSA Investment¹ Account

Navigate Your HSA Investment Account

To unlock the full value of your HSA investment account, reference these actions when using your account.

Homepage

Each time you access your HSA investment account (**Accounts > Benefit Account Summary > Investments > View/Trade**), you will come to your investment account homepage. From this page, you can navigate to access investment summaries, adjust allocations, view monthly statements, and more!

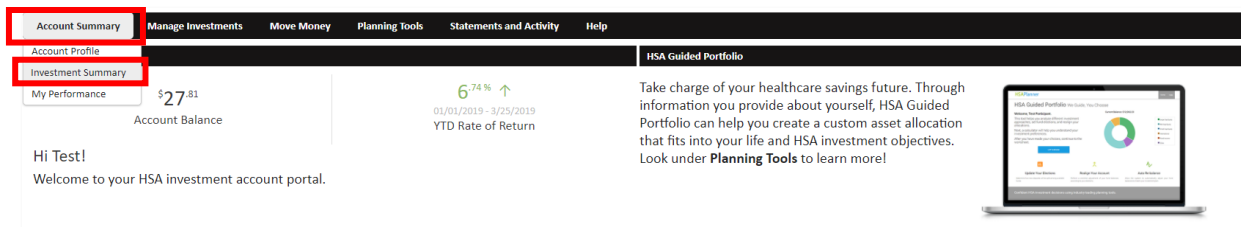


This screen shot is for illustrative purposes only and is not intended to provide any investment advice.

Investment Summary

Once logged into your HSA investment account (**Claims and Spending > Access > My Accounts > Benefit Account Summary > Investments > View/Trade**), select **Investment Summary** from the **Account Summary** dropdown as shown below.

This page lists the details around each of your investments, including balances by fund, election percentage, portfolio percentage, units, and price.



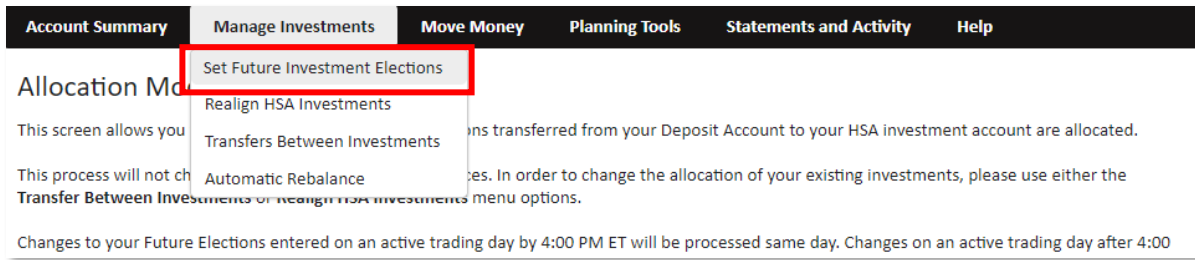
¹See page 17 for full disclosures

Allocations and Transfers

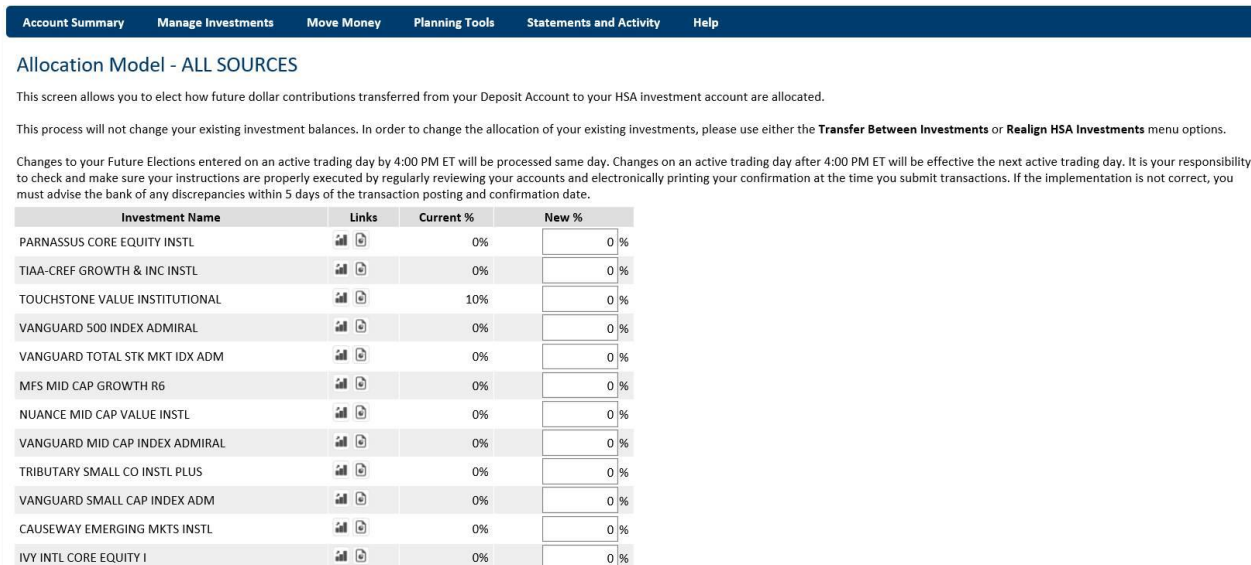
Reference these tips when you want to update your investment elections, transfer funds between investments, and more!

Updating Your Investment Elections

Manage Investments > Set Future Investment Elections



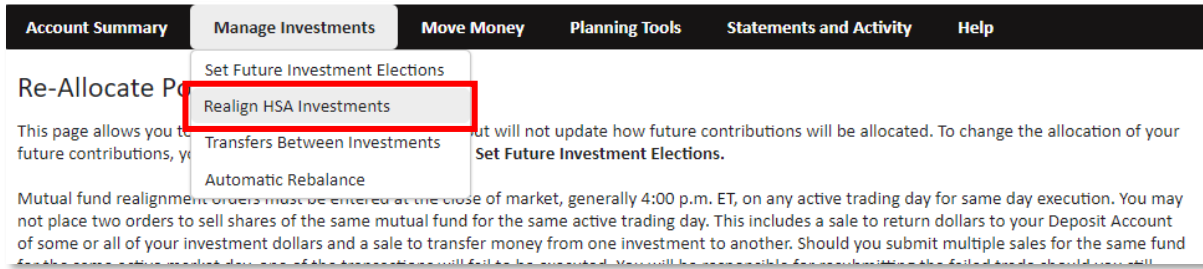
Here you can make, by percentage, investment elections for all new funds that you transfer to your investment account. Total percentages must add up to 100%. *Note: any dividends received from your investments are reinvested back into the mutual fund that paid the dividend.*



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

Re-Allocating Your Portfolio

Manage Investments > Realign HSA Investments



This page allows you to re-allocate existing funds. You can put the new percentages in the **New %** column to re-allocate their current positions. Again, the total must add up to 100%.

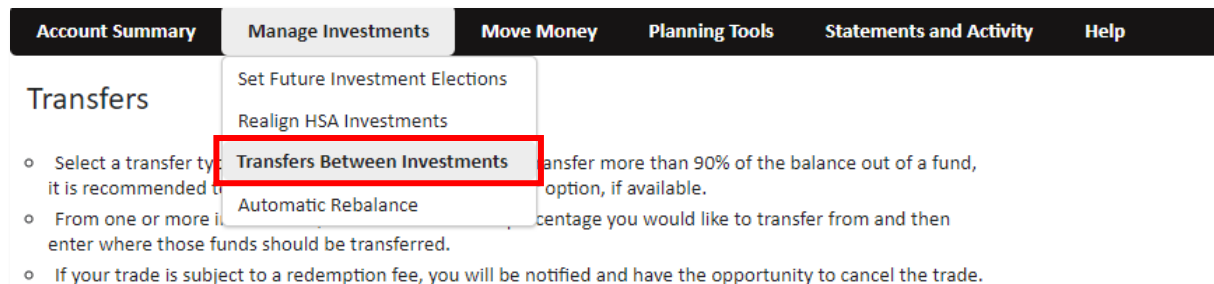
The screenshot shows the 'Realign Portfolio - ALL SOURCES' page. It includes a table with columns: Investment Name, Links, Balance, Current %, New %, Contingent Redemption Fee, and Trading Policy. The table lists several investments with their current balances and percentages, and a 'New %' column for re-allocation. The total of the 'Current %' column is 100%.

Investment Name	Links	Balance	Current %	New %	Contingent Redemption Fee	Trading Policy
PARNASSUS CORE EQUITY INSTL		\$0.00	0.00%	<input type="text" value="0"/>		
TIAA-CREF GROWTH & INC INSTL		\$0.00	0.00%	<input type="text" value="0"/>		
TOUCHSTONE VALUE INSTITUTIONAL		\$0.00	0.00%	<input type="text" value="0"/>		
VANGUARD 500 INDEX ADMIRAL		\$0.00	0.00%	<input type="text" value="0"/>		
VANGUARD TOTAL STK MKT IDX ADM		\$0.00	0.00%	<input type="text" value="0"/>		
MFS MID CAP GROWTH R6		\$0.00	0.00%	<input type="text" value="0"/>		
NUANCE MID CAP VALUE INSTL		\$1.03	33.66%	<input type="text" value="0"/>		
VANGUARD MID CAP INDEX ADMIRAL		\$0.00	0.00%	<input type="text" value="0"/>		
TRIBUTARY SMALL CO INSTL PLUS		\$1.00	32.68%	<input type="text" value="0"/>		
VANGUARD SMALL CAP INDEX ADM		\$0.00	0.00%	<input type="text" value="0"/>		

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

Transferring Funds Between Investments

Manage Investments > Transfers Between Investments



Choose this option if you would like to move money between your available mutual fund holdings, by dollar to dollar, dollar to percent, or percent to percent.

Transfers

- Select a transfer type from the list below. If you wish to transfer more than 90% of the balance out of a fund, it is recommended to use the "Percent to Percent" transfer option, if available.
- From one or more investments, enter the amount or percentage you would like to transfer from and then enter where those funds should be transferred.
- If your trade is subject to a redemption fee, you will be notified and have the opportunity to cancel the trade.

Transfer Type

Dollar to Dollar
 Dollar to Percent
 Percent to Percent

Investment Name	Links	Fee/Policy	Balance	Available To Transfer	Transfer From	Transfer To	Restrictions	Projected Balance
Parnassus Core Equity Instl			\$0.00	\$0.00		\$ 0.00		\$0.00
TIAA-CREF Growth & Inc Instl			\$0.00	\$0.00		\$ 0.00		\$0.00
Touchstone Value Institutional			\$0.00	\$0.00		\$ 0.00		\$0.00
Vanguard 500 Index Admiral			\$0.00	\$0.00		\$ 0.00		\$0.00
Vanguard Total Stk Mkt Idx Adm			\$0.00	\$0.00		\$ 0.00		\$0.00
MFS Mid Cap Growth R6			\$0.00	\$0.00		\$ 0.00		\$0.00
Nuance Mid Cap Value Instl			\$1.03	\$1.03	\$ 0.00	\$ 0.00		\$1.03

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

Transferring Funds to Your HSA Deposit Account

Move Money > Transfer Back to Base Account

You can also transfer an amount from your HSA investment account back to your HSA deposit account. The system will sell mutual funds up to the amount entered in the Transfer Amount field. Sells for transfers back to the base account are pro-rata based upon current balance percentage by fund.

Transfer to HSA

Use this feature to transfer money to your Deposit Account. Requests entered on an active trading day by 4:00 p.m. ET will be processed same day. Changes on an active trading day after 4:00 p.m. ET will be effective the next active trading day.

Liquidations from your investment account for distributions to your Deposit Account will be liquidated proportionally based on your current asset model (Manage Investments Tab > Realign HSA Investments). Funds will be transferred from your HSA investment account to your Deposit Account within two banking business days following the settlement date.

Transfer Information

Total Account Balance	\$27.81
Amount Available	\$24.82

Transfer Information

Transfer Amount:

Reason and Payment Method

Reason for Transfer:

Transfer Method:

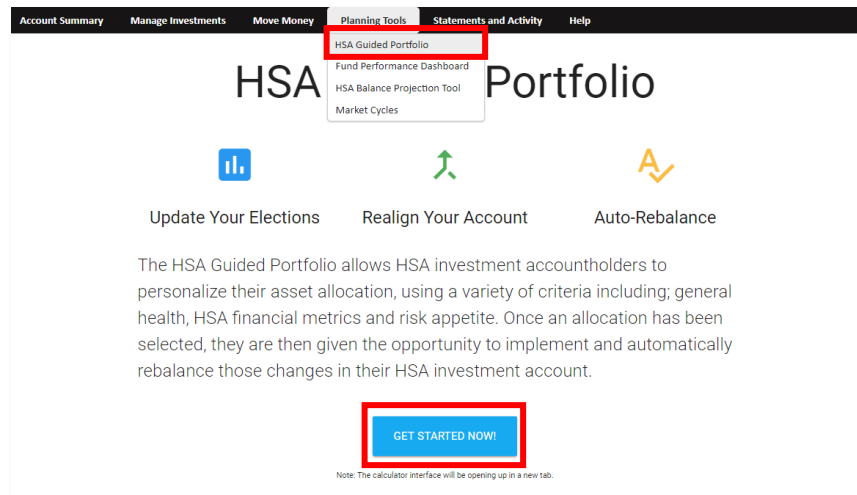
Submit Request

Planning Tools

Guided Portfolio

The HSA Guided Portfolio allows HSA investment accountholders to personalize their asset allocation, using a variety of criteria including; general health, HSA financial metrics and risk appetite.

1. To access the HSA Guided Portfolio, select **Planning Tools > HSA Guided Portfolio > Get Started Now!**



2. A new tab will open with an overview of the HSA Guided Portfolio. Select **Let's Begin!**

HSA Guided Portfolio We Guide, You Choose

Current Balance: \$27.81

Hello, Test Participant

This tool is meant to help you analyze a variety of investment approaches, set fund elections, and realign your allocations.

On the following page, you will be asked a series of questions to help determine an asset allocation that may be appropriate for your life circumstances, risk tolerance, and HSA investment goals. Click the button below to get started!

[LET'S BEGIN!](#)

- Large Cap Equity
- Mid Cap Equity
- Small Cap Equity
- International
- Fixed Income
- Other

Update Your Future Elections

Determine how new deposits will be split among available investment options.

Realign Your Account

Perform a one-time adjustment to the allocation of your HSA investment account balance based upon your selected investment options.

Enable Automatic Rebalancing

Set up monthly, quarterly, semi-annual, or annual auto-rebalancing of your HSA investment account to ensure that your asset allocation stays on target.

3. Complete the questions on the HSA Investment Planner page and select **Calculate** to view the new allocations.

HSA Investment Planner

Age i

i

55

Current HSA Balance in \$ i

i

5k

Anticipated Annual HSA Contributions in \$ i

i

3k

General Health i

Poor

Fair

Average

Above Average

Excellent

Average

Estimated Annual Out of Pocket Healthcare Costs in \$ i

i

5k

Risk Tolerance i

Low

Fairly Low

Average

Fairly High

High

Low

Likelihood of selling investments to pay for major medical expense i

Very Likely

Likely

Maybe

Would Not Sell

Very Likely

Guided Allocation

- Large Cap Equity (33%)
- Mid Cap Equity (6%)
- Small Cap Equity (6%)
- International (10%)
- Fixed Income (45%)

CALCULATE

IMPLEMENT

4. If you would like to implement the new allocations, select **Implement**.

Likelihood of selling investments to pay for major medical expense i

Very Likely

Likely

Maybe

Would Not Sell

Very Likely

RECALCULATE

IMPLEMENT

5. A window will appear with instructions on how to complete the next page, select **I'm Ready!**

How to use this page...

Welcome! Here you can manage your HSA investment account. You may realign your existing assets, set future investment elections, and set up auto-rebalancing on a cycle of your choosing to ensure that your asset allocation stays on target. You can return to make changes as often as you like.

1. On the left of this page is your Guided Asset Allocation based upon the responses you entered to the questions concerning your life circumstances, risk tolerance, and HSA investment goals.
2. Investment options are grouped by asset class. Click to expand a group and see a list of investment options available for that category.
3. As you work through the asset class groups, enter the allocation and/or future investment election percentages for your chosen investments. **Your percentages MUST total 100%.**
4. After your entered percentages total 100%, you can decide what changes to make to your HSA investment account today:
 - Update Future Investment Elections** - Determines how future dollars moved into your investment account are allocated.
 - Realign Your Portfolio** - A one-time realignment of your HSA investment account.
 - Enable Auto-Rebalancing** - Realign your HSA investment account upon enrolling and automatically thereafter on the cycle of your choosing (monthly, quarterly, semi-annual, or annual), using your future investment elections.

Hint: If you see a help symbol like this i, hover over it with your cursor to view more information.

If you have more questions, check out the **Help** button in the upper right-hand corner of the page

I'M READY!

- You can update the election percentages based on the results from the questions you previously answered. You are not required to follow these results, but the election percentages must total 100%.

- Once the percentages are updated, the **One Step Update** button and **Customize Your Worksheet Updates** becomes 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.

8. A confirmation page will appear showing your elections.

Your Results

Action Summary

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

Confirmation Numbers

Balance Projection

The Investments website also provides a tool that allows you to estimate the future value of your account based on information that you enter. Select **Planning Tools > HSA Balance Projection Tool** and fill in the information requested to calculate the projection.

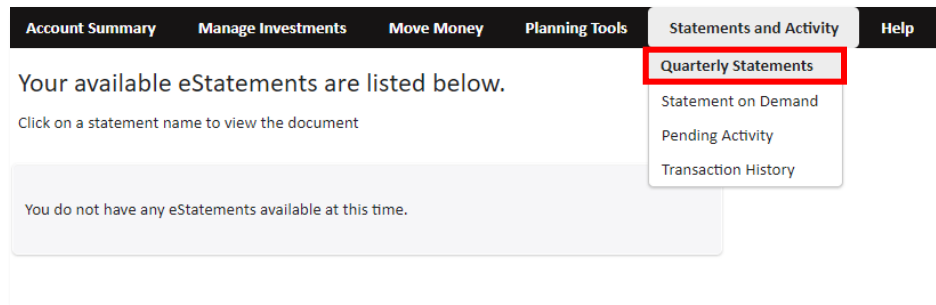
The screenshot shows a web application interface for the HSA Balance Projection Tool. At the top, there is a navigation menu with the following items: Account Summary, Manage Investments, Move Money, Planning Tools (highlighted), Statements and Activity, and Help. Below the navigation menu, there are several tabs: HSA Guided Portfolio, Fund Performance Dashboard, HSA Balance Projection Tool (highlighted with a red box), and Market Cycles. The main heading is "HSA Balance Projection Calculator". Below the heading, there is a sub-heading: "Utilize this tool to help you estimate your future HSA balance." The form is titled "Inputs" and contains the following fields: "Current Balance:" with a value of "\$0.00", "Annual HSA Contribution:", "Annual Rate of Return:", and "Years:". At the bottom of the form, there is a blue button labeled "CALCULATE".

Account Statements on Demand

Investment account statements are separate from HSA 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.

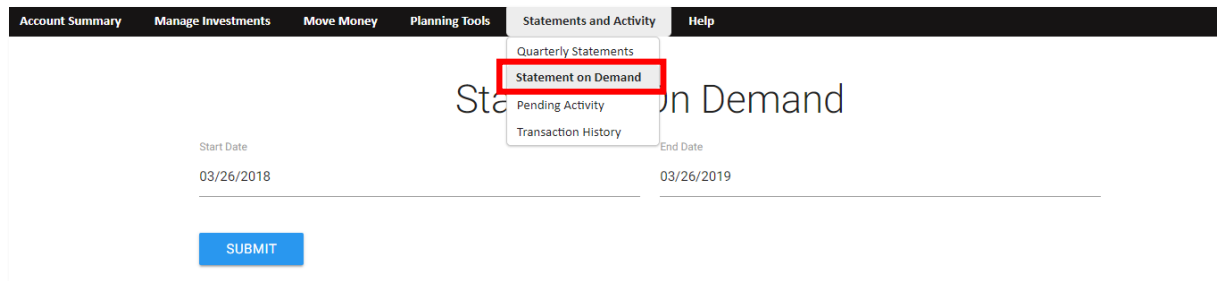
Quarterly Statements

To view your quarterly investment statements, select **Statements and Activity > Quarterly Statements**.



Custom Period Statement

To generate a statement for a custom date range, select **Statements and Activity > Statement 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.



Frequently Asked Questions

How often are investment fund performance results 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 investment¹ account?

You can access your HSA investment account directly from your online HSA.

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

If you go below the \$1,000 threshold you cannot put more money into your investment account until your HSA deposit balance is 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 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.

Investments in securities through the HSA Investment account are:
Not FDIC Insured | May Lose Value | No Bank Guarantee

¹UMB 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.

²Anspach, D. (2016, October 12). HSA vs. IRA? You Might Be Surprised. Retrieved from <https://www.thebalance.com/hsa-vs-ira-you-might-be-surprised-2388481>