

Manage HSA Investments

1. Access Spending Accounts via the Self Service Portal.
2. Navigate to the **HSA** tab to view Health Savings Account (HSA) cash and investment balances.
3. Select **My Investments** to set up or change investment elections for future contributions.

The screenshot displays the 'Your Spending Accounts' page in the Paylocity system. At the top, there are navigation tabs for 'Spending Accounts', 'My Accounts', 'Account Settings', 'Administration', and 'Help'. The main content area is divided into two columns. The left column shows the 'Health Savings Account' with a balance of \$9,853.45 and a 'Transportation' account with a balance of \$85.00. Below this, there are sections for 'Balances and Contributions' (including 'File a Claim' and 'Make an HSA Transaction' buttons), 'Investments Balance' (showing \$2,489.53 with a 'My Investments' button), and 'Paid Expenses By Category' (a donut chart showing Dental: \$41.11, Vision: \$18.46, and Chiropractor: \$10.85). The right column shows 'Recent Transactions' with a list of payments such as 'Distribution' for \$20.00, 'Dr. Jones Dentistry' for \$18.11, and 'Backbone Chiropractor' for \$10.85.

4. Select **Investment Account Setup**.

The screenshot shows the 'Investments / Summary' page. At the top right, there is a prominent 'Investment Account Setup' button. Below the header, there is a section titled 'How do I take advantage of HSA Investments?' with three numbered steps: 1. Set your target Cash Balance, 2. Set your Investment Elections, and 3. Contribute and watch your savings grow. Below this is a section 'Why should I invest?' and another section 'How will I know how my investments are doing?'.

5. Select the appropriate option in the **Would you like auto-investment transfers on?** field.
6. Enter the appropriate amount in the **Transfer Funds to Investment When My Cash Back Balance Exceeds:** field.

7. Select **Save and Next**.

Investments / Setup

Investment Transfer Threshold (Step 1 of 3)

You are eligible to invest a portion of the funds from your health saving account into an investment account. By setting your investment transfer threshold below, we will automatically sweep funds into the investment account once your available cash balance exceeds the sweep threshold amount by \$100.01 or more. Likewise when your available cash account balance falls below the sweep threshold by \$100.01 or more, funds will be automatically swept back to your cash account from your investment account.

Your investment transfer threshold may be set equal to or above \$2000. Please enter a value that is an increment of 100.

Would you like auto-investment transfers on? Yes No

Transfer Funds to Investment When My Cash Balance Exceeds: \$

Investment Services: Not FDIC Insured • No Bank Guarantee • May Lose Value

8. Select **I want help selecting which funds to invest in** to use the HSA Strategy Builder and develop a personalized action plan, or select **I want to review and/or update the funds I am currently invested in** to make selections without the Strategy Builder.

9. Select **Next**.

Investments / Setup

Select Funds To Invest In (Step 2 of 3)

You can get help choosing which funds to invest in, or you can select your funds on your own. Which would you like to do?

I want help selecting which funds to invest in.

Selecting this option will open a new browser window where you will be asked a series of questions and based on your responses you will have the ability to submit your elections through that tool. If you do not submit, you will need to come back and set your elections by selecting the option below.

I want to review and/or update the funds I am currently invested in.

10. Complete the Strategy Builder, if applicable.

- Review the information on the introduction page.


- Select **Next**.

BUILDING YOUR HSA

This tool makes it easier for you by:

- Accessing your HSA investment balances, investment options, and current investment elections automatically.
- Making assumptions for certain questions, which you can accept or change. Unless noted, this tool will remember your information and will use it to analyze your HSA investment strategy in the future.
- Providing on-screen help. Click on the help icons (?) for assistance.

Strategy Builder is designed to provide an HSA investment strategy by taking you sequentially through the program.



NEXT

- Enter the required **Personal Information**.
- Select **Next**.

PERSONAL INFORMATION

Building a comprehensive HSA investment plan begins with an understanding of your current financial situation and goals. Take a moment to fill in your information below.

STRATEGY BUILDER

- » Personal Information
- » Current Accounts
- » Current Medical Expenses
- » Goals & Assumptions
- » Action Plan

PARTICIPANT

CURRENT

Name: ASHLEY FELIX

Gender: -Select-

Birth Date (mm/dd/yyyy):

HDBP Coverage Type: Family

FUTURE

Planned Retirement Age: 65

ADD A SPOUSE

BACK **NEXT**

- Enter any necessary **Current HSA** information.
- Select **Next**.

CURRENT HSAs

Your HSA investment account appears below. Please include any other HSAs you want considered in your HSA investment strategy. Use the Add, Edit and Delete buttons to manage your account information.

Your maximum contribution to your HSA for 2019 is \$7,000.

Current HSAs **ADD**

Account Name	Balance	Annual Contribution Amount ¹	
REFLEX 3	\$0.00	\$0	EDIT
TOTAL BALANCE	\$0.00	\$0	

¹The Annual Contribution Amount to your HSA should include both employer and employee contributions.

BACK **NEXT**

- Review the information entered.

- Select **Save**.

STRATEGY BUILDER

- » Personal Information
- » Current Accounts
- » Current Medical Expenses
- » Goals & Assumptions
- » Action Plan

ACCOUNT DETAIL

Please review and update your HSA investment account details below.

ACCOUNT DETAILS

Plan Name	BENEFLEX 3
Plan Type	HSA
Plan Owner	You

CURRENT INVESTMENTS

Investment Options ⓘ Current Value ⓘ

All investments in this HSA have a balance of \$0.

YOUR CONTRIBUTIONS

Source	Value ⓘ	Type
HSA	0	Annual \$ Amount

<CANCEL >SAVE>

- Enter any **Current Medical Expenses**.
- Select **Next**.

STRATEGY BUILDER

- » Personal Information
- » Current Accounts
- » Current Medical Expenses
- » Goals & Assumptions
- » Action Plan

CURRENT MEDICAL EXPENSES

Estimate your (and your family's, if relevant) anticipated medical expenses in the following areas:

MEDICAL EXPENSES

Description	Annual Amount ⓘ	Start Year ⓘ	End Year ⓘ
Dental	\$ 0	2019	2019
Vision	\$ 0	2019	2019
Medication (Prescription)	\$ 0	2019	2019
Medication (Over-the-counter)	\$ 0	2019	2019
Doctors (Primary care)	\$ 0	2019	2019
Doctors (Specialists)	\$ 0	2019	2019

<BACK >NEXT>

- Enter any applicable **Goals & Assumptions**.

- Select **Next**.

The screenshot shows a web interface for a 'STRATEGY BUILDER'. On the left is a navigation menu with options: Personal Information, Current Accounts, Current Medical Expenses, Goals & Assumptions (highlighted), and Action Plan. The main content area is titled 'GOALS & ASSUMPTIONS' and contains the following elements:

- A sub-header: 'GOALS & ASSUMPTIONS'
- Introductory text: 'Building a comprehensive HSA investment plan begins with an understanding of your current financial situation and goals. Take a moment to fill in your information below.'
- A tip box: 'Click the HSA Balance Goal arrow to select the default value for you. This will enter \$280,000 as your HSA Balance Goal.'
- A section titled 'HSA BALANCE GOAL AT RETIREMENT' with a text input field for 'HSA Balance Goal (\$)' containing the value '0'.
- A footnote: '¹2018 Fidelity analysis performed by its Benefits Consulting group. Estimate based on a hypothetical couple retiring in 2018, 65 years old, with life expectancies that align with Society of Actuaries' RP-2014 Healthy Annuitant rates with Mortality Improvements Scale MP-2016. Actual expenses may be more or less depending on actual health status, area of residence, and longevity.'
- A section titled 'STARTING ASSUMPTIONS' with a sub-header 'Participant' and a text input field for 'Life Expectancy' containing the value '90'.
- A footnote: '²Assumptions have been made about your life expectancy. You may override any of these assumptions with your own values.'
- Navigation buttons: '<BACK' and 'NEXT>'.

- Select the appropriate **Risk Tolerance**.
- Select **Next**.

The screenshot shows a web interface for a 'STRATEGY BUILDER'. On the left is a navigation menu with options: Personal Information, Current Accounts, Current Medical Expenses, Goals & Assumptions, and Action Plan (highlighted). The main content area is titled 'ACTION PLAN' and contains the following elements:





- A sub-header: 'ACTION PLAN'
- Introductory text: 'The system will help you determine an investment mix and savings level that may be appropriate for your goals, time horizon and tolerance for risk. Before we can build your action plan, we need to know more about your risk level and your approach to investing.'
- A section titled 'RISK TOLERANCE' with introductory text: 'Your tolerance for risk is an important part of your HSA investment strategy. The system can help you determine your tolerance for risk with a short questionnaire, or you can enter your own risk level. Our risk scale ranges from 1 (most conservative) to 100 (most aggressive). Select one of the following options to determine your risk level.'
- A 'RISK SCALE' visual: a horizontal bar from 1 to 100, with 'most conservative' at 1 and 'most aggressive' at 100.
- Two radio button options:
 - Use Risk Advisor score. The Risk Advisor uses your responses to some simple questions to calculate your risk level. Click here to start the Risk Advisor
 - Use my own value of
- Navigation buttons: '<BACK' and 'NEXT>'.


- Review the Action Plan created.
 1. Select **Back** to make changes.

2. Select **Accept New Strategy** to move on.

ACTION PLAN

Congratulations! Your current HSA investment strategy is on track to reach your goals
Click the Overview tab for a detailed explanation.

Strategy	Overview	Projected HSA Income	Projected HSA Wealth	Total Portfolio Risk	Downside Analysis	Methodology
Probability of Reaching Goal			95%			95%
Projected HSA Balance at Retirement			\$97,200			\$169,952
Projected HSA Annual Income			\$4,850			\$8,482
Total Portfolio Risk			N/A			MODERATE
GOALS/ASSUMPTIONS						
HSA Balance Goal			\$10,000			\$10,000
Retirement Age			65		<input type="range" value="65"/>	65
Risk Tolerance			36 (Learn more)		<input type="range" value="36"/>	30
BENEFLEX 3						
HSA			\$3,350		<input type="range" value="\$3350"/>	\$3350
Asset Allocation			Current value is \$0.			<ul style="list-style-type: none"> <input type="checkbox"/> Divers Govt Bonds 18% <input type="checkbox"/> Divers US Bonds 18% <input type="checkbox"/> High Yield Bonds 9% <input type="checkbox"/> Large Cap Value 8% <input type="checkbox"/> Large Cap Core 7% <input type="checkbox"/> Large Cap Growth 6% <input type="checkbox"/> Mid Cap Core 3% <input type="checkbox"/> Mid Cap Growth 3% <input type="checkbox"/> Small Cap Value 4% <input type="checkbox"/> Small Cap Core 4% <input type="checkbox"/> Small Cap Growth 4% <input type="checkbox"/> Real Estate 3% <input type="checkbox"/> Divers Intl Eq 3% <input type="checkbox"/> Global Equities 3% <input type="checkbox"/> Emerging Mk Equities 3%


- o Complete the worksheet.
- o Select **Next**.

IMPLEMENTATION IS EASY!

Build your HSA "Action Plan" by entering your investment elections in the worksheet on this page. Note that the allocation model applies to both existing balances and new investment contributions.

The Strategy Builder model allocation is highlighted alongside your current fund balance percentages. The allocation model is displayed at the asset class level, therefore, you will need to review and select individual investments.

As you make your individual fund selections, please consider all investment alternatives with similar risk and return characteristics as your selected funds.

Click the fund filter icon  to compare funds within an asset class. If the fund filter icon does not appear, the system does not have enough information to compare funds within the class. Multiple options are listed in alphabetical order, which does not reflect the results of any fund comparison.

BENEFLEX 3 Worksheet

CONTRIBUTIONS

	Current Contribution	Model Contribution
HSA	\$3,350	\$3,350

INVESTMENT ELECTIONS/ACCOUNT REALIGNMENT

Asset Class	Investments	Model Asset %	Your Selection
DIVERSIFIED GOVERNMENT BONDS		18%	
	VAN INFLATION PROTECTED SEC AD		<input type="text" value="0"/> %

OTHER INVESTMENTS

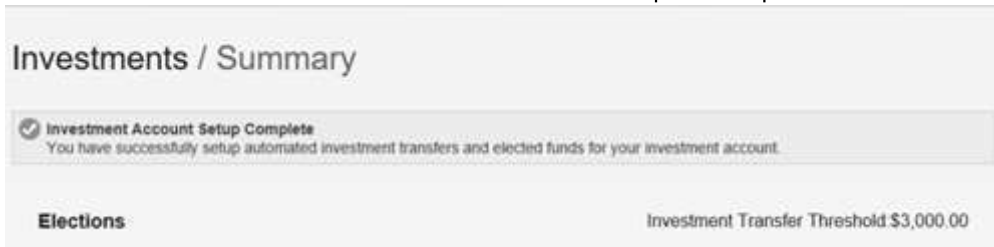
HCB INTEREST BEARING ACCOUNT			<input type="text" value="0"/> %
Totals		100%	0%

- o Select **Submit**.

11. Select funds to invest in, if not using the Strategy Builder.



12. Receive notification that Investment Account Setup is complete.



Important Information: If users do not choose specific investments, 100% of any contributions will be in the HCB Interest Bearing Account. Users can choose to allocate funds among any of the investment options listed by entering the specific percentage. Please note any changes will affect investment elections for future contributions but will not change the investment of the current balance.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/30860000001000/content-version/PCTY-79380/PCTY-816719/Manage-HSA-Investments>