

Quick Reference Guide

PayFlex® Health Savings Account (HSA)

It's easy to manage your HSA online. Simply follow the steps below.

Access your account

1. Go to **PayFlex.com**.^{*} Click **Sign In** located at the top right corner.
2. If you're a new user, click **Create Your Profile** and complete the required fields.
 - Review the Online Services Agreement.
 - Check the box to confirm you understand and agree to the terms of the agreement.
 - Enter your initials in the text box.
 - Review the account fees and HSA Custodial Agreement.
 - Check the box to confirm you understand and agree to the terms of the agreement and fees.
 - Enter your initials in the text box and click **Save and Continue**.
 - Enter your personal information.
 - Select your marital status using the drop-down list.
 - Choose your high-deductible health plan start date.
 - Select your coverage type (individual or family) and click **Save and Continue**.
 - Enter your beneficiary information.
 - You can name a person, trust or your estate as your beneficiary.
 - If your beneficiary is a person, you'll enter their first and last name, address, Social Security number and relationship to you. If you have more than one beneficiary, you'll choose how you want the funds split between them. The total must equal 100 percent.
 - Review the summary page and click **Continue** to finalize your profile setup.

View eligible expense items

To view a list of common eligible expenses, log in and click on **Quick Tips**. Then select **Explore eligible expenses**.

View HSA Calculator

To view how much you could save with an HSA, click on **Calculate my HSA savings** under **Account Actions**. Follow the steps listed to calculate your possible tax savings and HSA savings potential.

View Fee Schedule

To view the fee schedule associated with your account, click on **View fee schedule** under **Manage Funds**.

View Interest Rate

To view your interest rate summary, click on **Health Savings Account**. Your interest rate summary is listed at the bottom of the page.

Account notifications

- After logging in, click on **Account Settings** (top right) and then select **Account notifications** (left side).
- Select a **+** sign to view your options. Then choose the notifications you want to receive and how to receive them (email, text and/or online message). Then click **Save**.

Order an additional PayFlex Card® for your spouse or dependent

- After logging in, click on **Account Settings** and then select **PayFlex Card**.
- Click on **Order a Dependent Debit Card**.
- Enter the first and last name of your spouse or dependent and click **Submit**. Once you order a card, you should get it within 10 to 15 business days.

^{*}If you're an Aetna member, log in to **Aetna.com**. Click **Access Your Account** to get your PayFlex member website.

Link your bank account to transfer funds

You can link one or more bank accounts to your HSA to easily transfer funds to and from your HSA.

1. Once logged in, go to **Account Settings** (top right) and click **Bank Accounts** (left side).
2. Click on **Link Bank Account to my HSA**.
3. Select the bank account type (checking or savings) and enter your account number and routing number.
4. Check the box to authorize PayFlex to link your account and click **Save and Continue**.
5. Review your bank account information and click **Save and Continue**.

Note: You'll see that the status says "Complete Validation." (See "Validating your linked bank account.")

Validating your linked bank account

After you link a bank account to your HSA, we'll send a deposit of less than \$1.00 (and matching withdrawal) to your bank account. This process can take up to two business days, not including Saturdays, Sundays or holidays. Once you see the deposit in your bank account, make note of the amount. Log back in to your HSA and follow these steps:

- Go to **Account Settings**. Select **Bank accounts**.
- Click on **Complete Validation** next to the bank account you wish to validate.
- Enter the amount PayFlex deposited into your account.
- Click **Validate**.

Once you validate your account, you can begin to transfer funds to and from your HSA.

Make an HSA payment or withdraw funds (available with a linked bank account)

From the **Home** screen (dashboard), go to your **Health Savings Account**. Or you can select your **Health Savings Account** from the **Your Accounts** drop-down menu at the top of the page. Then click on **Request funds**. This lets you pay your health care provider or yourself directly from your HSA.

Step 1: Enter the amount, date to start your request, date of service and expense type. Then choose if you want to repeat the request and click **Continue**.

Step 2: Select if you want to send funds to yourself or to someone else. You can choose to transfer the funds to your bank account (if you've linked an account) or request a check. Then click **Continue**.

Step 3: Review your request and click **Submit** to complete. To make changes, click on step 1 or 2.

Make after-tax contributions (available with a linked bank account)

From the **Home** screen (dashboard), go to your **Health Savings Account**. Then click on **Deposit funds into HSA**. This lets you make a deposit to your HSA from a linked bank account. You must have a linked bank account to use this feature.

Step 1: Enter the amount, select a deposit type, enter a transfer date, and select a bank account. Then choose if you want to repeat the request and click **Continue**.

Step 2: Review your request and click **Submit** to complete. To make changes, click on step 1.

Invest your HSA dollars

From the **Home** screen (dashboard), go to your **Health Savings Account**. If you haven't opened an investment account yet, click on the **View my investment journey**.

- If you have enough funds in your HSA, you can open an investment account by clicking on **Open Investment Account**.
- Review the Investment Agreement. Check the box to confirm you understand and agree to the terms of the agreement. Then enter your initials in the text box and click **Submit**.

Your investment account is now open. You can begin transferring funds to and from your HSA.

Questions?

Log in to your PayFlex member website and click **Contact Us** under **Help & Support**. Here you can also **Live Chat** with us.

There may be fees associated with a Health Savings Account ("HSA"). These are the same types of fees you may pay for checking account transactions. Please see the HSA fee schedule in your HSA enrollment materials for more information. This material is for informational purposes only and is not an offer of coverage. It contains only a partial, general description of plan benefits or programs and does not constitute a contract. It does not contain legal or tax advice. You should contact your legal counsel if you have any questions or if you need additional information. In case of a conflict between your plan documents and the information in this material, the plan documents will govern. Eligible expenses may vary from employer to employer. Please refer to your employer's Summary Plan Description ("SPD") for more information about your covered benefits. Information is believed to be accurate as of the production date; however, it is subject to change. PayFlex cannot and shall not provide any payment or service in violation of any United States (US) economic or trade sanctions. For more information about PayFlex, go to **PayFlex.com**. Investment services are independently offered through a third party financial institution. By transferring funds into an HSA investment account you can potentially benefit from capital appreciation in the value of mutual fund holdings. However, you will also be exposed to a number of risks, including the loss of principal, and you should always read the prospectuses for the mutual funds you intend on purchasing to familiarize yourself with these risks. The HSA investment account is an optional, self-directed service. We do not provide investment advice for HSA investment account participants. You are solely responsible for any investment account decisions you make. Mutual funds and brokerage investments are not FDIC-insured and are subject to investment risk, including fluctuations in value and the possible loss of the principal amount invested. The prospectus describes the funds' investment objectives and strategies, their fees and expenses, and the risks inherent to investing in each fund. Investors should always read the prospectus carefully before making any investment decision. System response and account access times may vary due to a variety of factors, including trading volumes, market conditions, system performance, and other factors.