



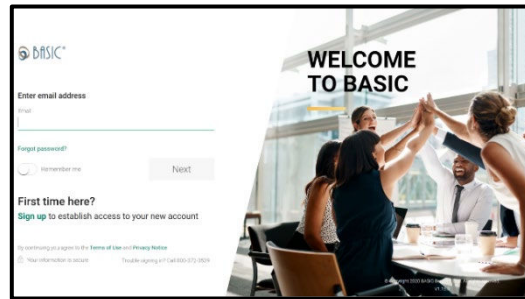
INVESTMENT TOOLKIT

What is the Investment Toolkit?

The assets in your Health Savings Account (HSA) are invested in mutual funds that have been pre-selected for the plan by the Plan Fiduciary. You may also have the option of moving money between available investments depending on the provisions of your benefit plan. This document explains how to navigate to and use the Schwab Retirement Technologies (SRT) investment portal.

How do I sign in?

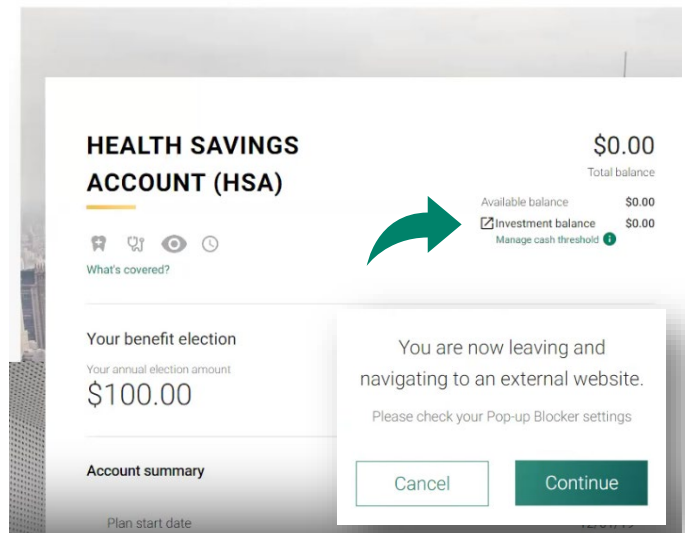
Go to cda.basiconline.com. Before you can sign in for the first time, you must sign up. Under **First time here?** click the green **Sign up** link. Enter your email address (the same one you used for enrollment) and create a password, then follow the on-screen instructions to complete the process.



How do I access my investment balance?

For enhanced security, BASIC provides Single Sign-On (SSO) functionality for investment-related benefit accounts. Select *Benefit Accounts* from the top navigation bar and choose your benefit plan from the drop-down menu. Then, click the green *Investment Balance* link on the next screen.

You will get a warning stating that you are now leaving BASIC and navigating to an external website. Click on *Continue* to proceed.

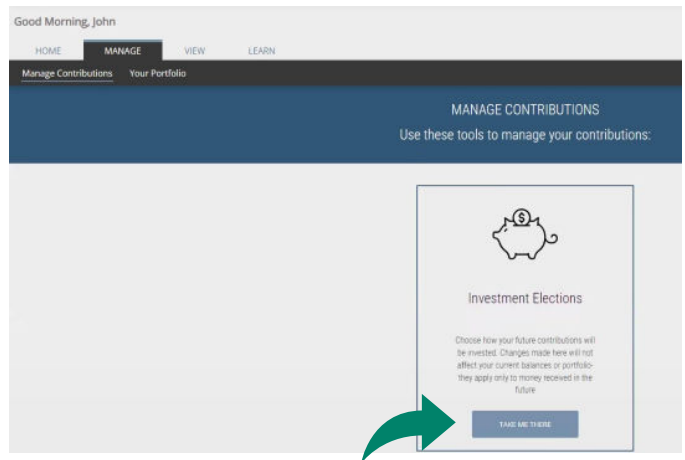
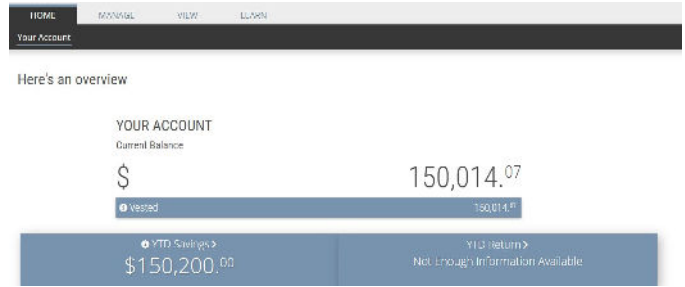




How do I set up my investments for the first time?

This will take you from your BASIC benefit account to the SRT investment portal. You will see your *Home* screen first.

Click the *Manage* tab and then *Manage Contributions*, then hover over the *Investment Elections* tile and click on *Take Me There*.



Educate yourself about available funds. Click the icons under the *Links* heading to view a *Prospectus*, view a *Fund Fact Sheet*, or visit the *Fund Website* for any of the available funds listed.

Investment Name	Ticker	Category	Links	Current Balance	Current Election	New Election
Vanguard Tgt Retirement 2020	VTWXX	Target-Date 2020		\$150,014.07	100.00%	0%
Vanguard Tgt Retirement 2030	VTHRX	Target-Date 2030		\$0.00		0%
Vanguard Tgt Retirement 2040	VFORX	Target-Date 2040		\$0.00		0%
Vanguard Tgt Retirement 2050	VFIFX	Target-Date 2050		\$0.00		0%



Then, in the *New Election* fields on the right, select your investments by entering a percentage. When your fund selections add up to 100%, the *Submit* button will appear. Click *Submit*.

Vanguard Tgt Retirement 2030	VTHRX	Target Date 2030		\$0.00	25.00%	<input type="text" value="20 %"/>
Vanguard Tgt Retirement 2040	VFORX	Target Date 2040		\$0.00		<input type="text" value="0 %"/>
Vanguard Tgt Retirement 2050	VFIKX	Target Date 2050		\$0.00		<input type="text" value="0 %"/>
Vanguard Tgt Retirement 2060	VFTSX	Target Date 2060		\$0.00		<input type="text" value="0 %"/>
Vanguard Tgt Retirement Income	VTRNX	Target Date Retirement		\$0.00	25.00%	<input type="text" value="0 %"/>
Vanguard 500 Index	VFIAX	Large Blend		\$0.00		<input type="text" value="20 %"/>
Vanguard Mid Cap Index	VIMAX	Mid-Cap Blend		\$0.00		<input type="text" value="0 %"/>
Vanguard Small Cap Index	VSMAX	Small Blend		\$0.00		<input type="text" value="0 %"/>
Vanguard Total Intl Stk Mt Ind	VTIAX	Foreign Large Blend		\$0.00		<input type="text" value="0 %"/>
Vanguard Emerging Mkts Stk Ind	VEMAX	Diversified Emerging Mkts		\$0.00		<input type="text" value="0 %"/>
T Rowe Price Dividend Growth	PDSDX	Large Blend		\$0.00		<input type="text" value="20 %"/>
Touchstone Mid Cap Institution	TMPKX	Mid-Cap Blend		\$0.00		<input type="text" value="0 %"/>
BlackRock Advantage Small Cap	BOSKX	Small Blend		\$0.00		<input type="text" value="0 %"/>
American Funds Europacific Gth	AEPFX	Foreign Large Growth		\$0.00		<input type="text" value="0 %"/>
JP Morgan Emerging Markets Eq	JEMWX	Diversified Emerging Mkts		\$0.00		<input type="text" value="0 %"/>
Thornburg Limited Term Income	THIX	Short-Term Bond		\$0.00		<input type="text" value="0 %"/>
PIMCO Income	PIMKX	Multisector Bond		\$0.00		<input type="text" value="0 %"/>
Vanguard Infl-Protected Secur	VAPKX	Inflation-Protected Bond		\$0.00		<input type="text" value="20 %"/>
Vanguard Total Bond Index	VBTIX	Intermediate Core Bond		\$0.00		<input type="text" value="0 %"/>
DFA Real Estate Securities I	DFREX	Real Estate		\$0.00		<input type="text" value="0 %"/>
Nuveen Real Estate Securities	FARIX	Real Estate		\$0.00		<input type="text" value="0 %"/>

New Mix
Your new mix will update as you add values in the table to the left.

Across 5 investments:

DFA Real Estate Securities I	20%
Vanguard Tgt Retirement 2030	20%

Submit
Reset

In the confirmation modal, click *Submit* again to confirm.

Submit New Elections for All Contribution Types? x

Your future contributions will be invested as follows:

Conservative Custom HSA Fund	50%
Vanguard Tgt Retirement 2030	25%
Vanguard Tgt Retirement Income	25%

Where do I change how my contributions are invested?

Under *Manage*, click on *Manage Contributions* and then click on *Investment Elections*. Locate your account from the drop-down list under *Choose a Contribution Type*. On the right side you can select the percentages you wish to contribute to each investment. To successfully submit your investment elections change, the new percentages must equal 100%.



How do I change where my balance is invested?

You have two options to change your current investment allocation: (1) Realign Portfolio or (2) Transfer Funds.

You can realign your entire balance to fit into percentages for each fund or you can pick and choose how much of your current balance goes into each fund, by percentage or by dollar amount. To realign your current balance, under *Manage*, click *Your Portfolio*, then click *Portfolio Rebalance*.

You have the option to realign all your sources, if you have more than one source, or you can realign by source.

Click *Realign* to the right of your source. Under *Current %*, you will see what percentage of your current balance is in each fund. Under *New %*, you will select the percentage of your current balance that you want in each fund.

HOME **MANAGE** VIEW LEARN

Manage Contributions Your Portfolio

Realign Portfolio

Select a Source

Click on a source name from the list below to realign investment balances within that source.
PLEASE NOTE: Realign Portfolio changes all current investment balances. It does not change future investment elections.

SOURCE/BALANCE		
ALL SOURCES	\$150,014.07	Realign
FHRA	\$150,014.07	Realign

If you would like to transfer funds rather than realign, under *Manage*, click *Your Portfolio*, then click *Investment Transfer*.

Again, you have the option to transfer all your sources, or you can transfer by source. Click *Transfer* to the right of your source. You must select a *Transfer Type*, *Dollar to Dollar*, or *Percent to Percent*. Select your investment. The amount or percent that is available to transfer out of the fund appears at the bottom next to *Transfer Amount*. Enter in the amount to transfer out of the fund. Click *Continue*.

In the next screen, you will select where you want to place the amount that you are going to transfer into the remaining fund(s). The amount to transfer is reflected under *Amount Remaining*. When you have placed the amount, click *Transfer*.

HOME **MANAGE** VIEW LEARN

Manage Contributions Your Portfolio

Transfer Funding

Transfers

Select a Source

Investment transfers change current fund balances only, not future contributions. Select the source from the list below to transfer investment balances within that source.

<input checked="" type="radio"/> ALL SOURCES	\$150,014.07
<input type="radio"/> FHRA	\$150,014.07

Pending Activity Exists You may not transfer funds at this time due to pending activity. You may use th

TRANSFER

Transfer Type	Percent to Percent
	PENDING
VANGUARD TGT RETIREMENT 2020	100%
	PENDING
VANGUARD TGT RETIREMENT 2030	10%
VANGUARD TGT RETIREMENT INCOME	10%
VANGUARD CONSERVATIVE GROWTH	10%
VANGUARD MODERATE GROWTH	10%



How do I know if my request was received?

Under *Home*, click *Your Account* and then click *Pending Activity*. Any pending activity will be present here. Should you wish to cancel any transaction in pending status, click *Cancel*.

HOME MANAGE VIEW LEARN

Your Account

Activity Summary

View Pending and Processed Activity

- Sort activity by clicking on a column name from the grid below.

FILTER YOUR PENDING AND PROCESSED ACTIVITY USING THE FORM BELOW.

Filter Pending and Processed Activity Transaction Status

Transaction Status Active

Filter Pending and Processed Activity

CANCEL	TRANSACTION STATUS	TRANSACTION TYPE	TRANSACTION AMOUNT	REQUEST DATE	CONFIRMATION NUMBER
Cancel	Active	%% Transfer	100.00%	10/19/2022	TP41EZD

How do I know if my request has been processed?

On the home page, you can see your new investment elections and or investment allocation. Please note, investment election changes are an overnight process and realignments/transfers may take up to three days to process. For more detail, under *Home/Your Account* page, click *Your Portfolio* toward the bottom of the screen. In addition, a confirmation letter will be mailed to your home address the following business day after your request has been processed.

HOME MANAGE VIEW LEARN

Your Account

Here's an overview

YOUR ACCOUNT

Current Balance

\$ 150,362.¹³

Vested 150,362.¹³

YTD Savings > \$150,200.⁰⁰

YTD Return > Not Enough Information Available

Here's what's new

Most Recent Notifications 1

PENDING ACTIVITY >

EMPLOYER CONTRIBUTIONS >
Amount: \$150,000.00
10/18/2022

View All Activity

YOUR PORTFOLIO 100.00% Vanguard Tgt Retirement 2020

INVESTMENT ELECTIONS 100.00% Vanguard Tgt Retirement 2020



How do I generate a statement on demand?

Investment statements are made available online on a quarterly basis following the end of the quarter and an annual basis following the end of the benefit plan year.

If you need an investment statement at any other time, under *View*, click *Performance & Statements*, then click on *Statement on Demand*. Select the time period, then click *Generate*. Statements can be saved in PDF or Excel format to your computer.

HOME MANAGE VIEW LEARN

Manage Contributions Your Portfolio

Statement on Demand

Generating a Statement

Please complete the form below to generate your investment account statement.

SELECT DATE RANGE

From Date 1/1/2022

To Date 11/7/2022

Generate

Where can I find my historical transactions?

You can look up transactions that occurred within your Investment Accounts. The system makes available two years of history of all transactions of your account. Under *Home*, click *View All Activity*. This will take you to the transaction history screen.

Enter a *From Date* (mm/dd/yyyy) or click on the calendar to select a date. Enter a *To Date* (mm/dd/yyyy) or click on the calendar to select a date, then click *Update*.

HOME MANAGE VIEW LEARN

Your Account

Investment Account Transaction History

Investment Account Transaction History

- Filter your transaction history using the form below.
- Sort transactions by clicking on a column name from the grid below.
- Valid Date Range : 11/07/2020 - 11/07/2022

FILTER OPTIONS

From Date 7/1/2022

To Date 11/7/2022

Update

How do I submit reimbursement requests?

After you become claim active, you may submit reimbursement requests from your online BASIC CDA account. It's quick and easy! Before you begin, be sure to have the valid verification for your expenses handy. If you have your verification saved on your computer, you can save yourself a trip to the fax machine or post office by uploading them electronically when you file your request. If you only have paper copies of your verification, you can still file your reimbursement request online, and then send your verification via fax, email, or mail to BASIC.

To submit online reimbursement requests, follow these steps:

1. From your online BASIC CDA account (cda.basiconline.com), click the green *Request a reimbursement* button.
2. Choose who the expense was incurred by, expense date, and expense type.
3. Enter expense amount and provider/merchant.
4. Attach verification (must contain date of service, product name or description of service provided, provider name, and recipient name (unless it is a store receipt for prescriptions or eligible over-the-counter items).
5. Review and submit.

Questions?

Call 800-372-3539 or submit a support request through your online BASIC CDA account.