

# Health Savings Account Overview

# HSA GUIDE



This guide is  
designed to help  
you get the most out  
of your Health Savings  
Account (HSA).

 sentinelgroup

# Your HSA Online Account

Managing your account is easy using Sentinel's online consumer portal. To register your account go to [sentinelgroup.com](http://sentinelgroup.com). From the login dropdown menu, select "FSA, HSA, HRA, and Commuter Accounts." Once you are on the Login web page, click "Get Started" in the New User section. Enter the required information and press "Next."

## Account Activation

In order to complete setup of your HSA and have the ability to use your debit card or withdraw funds, you must agree to the terms & conditions through your online account. Follow the instructions above to register and you will be asked to agree to the terms & conditions the first time you access the portal.

Your online account enables you to:

- ✓ Update your personal information
- ✓ View your HSA balance
- ✓ Review your recent distributions
- ✓ Manage how your HSA is invested
- ✓ Manage beneficiary information
- ✓ Report a lost/stolen card and request a new one

## Home

The Home page is easy to navigate:

- The **I Want To...** section contains the most frequently used features, including making a transaction and managing investments.
- Easily view your **Available Balance** in the **Accounts** section of the homepage.
- Select the **Cash Account** link next to available balance on the home page to easily access your transaction history.
- Easily view **Recent Transactions** directly from the home page.
- The **Quick View** section graphically displays some of your key account information.

## Accounts

For all account activity, click on the **Cash Account** link from the home page to bring you to the Account Activity page, or click on Accounts on the top navigation bar. Then you may click **Account Activity** for transaction details or **Investment Summary** to review your account.

## Profile

To access your **Profile** menu, click the arrow next to your name at the top of the page. From your Profile page, you can do the following:

- Update your personal information
- Add dependents
- Change your login information
- Set up your reimbursement preference
- Manage your debit card
- Manage beneficiaries

For instructions on adding or updating your beneficiaries visit [help.sentinelgroup.com/help/adding-a-beneficiary-to-your-hsa](http://help.sentinelgroup.com/help/adding-a-beneficiary-to-your-hsa).

## Message Center

From the Message Center, you can view the following:

- Account statements
- Direct deposit confirmations

Click the **Update Notification Preferences** link in the Message Center to enable email and text alerts and stay informed about account activity including:

- Account statements available
- Tax documents available
- Contribution activity
- Payments issued

For additional information visit [help.sentinelgroup.com/help/updating-your-notification-preferences-fsahsa](http://help.sentinelgroup.com/help/updating-your-notification-preferences-fsahsa).

## Tools & Support

Visit the Tools & Support page to:

- Access plan forms
- View detailed benefit plan information
- View helpful tips and quick links

## Mobile App

Our mobile app provides account information at your fingertips. View account activity, check balances, process transactions and more! Scan the QR code to download the Sentinel (FSA, HSA, HRA) Mobile App.



# Funding Your HSA

After your Sentinel HSA has been established, you, your employer, or any other person may contribute to your account. Regardless of who is making these contributions on your behalf, it is important to note that the total of these contributions cannot exceed your maximum annual contribution amount.

To view current IRS contribution limits check the Tax Exclusion Limits section at [sentinelgroup.com/employers/health/hsa](http://sentinelgroup.com/employers/health/hsa).

Did you know? If you are between the ages of 55 and 65, you are eligible to contribute an additional \$1,000 per year to your HSA.

## Option 1 Pre-Tax Contributions Through Payroll Deduction

Your employer may have set up an option to allow you to contribute to your HSA through pre-tax deductions. You are allowed to make payroll deduction changes at any time during the year; however, keep in mind that total contributions to your account may not exceed your maximum annual contribution amount.

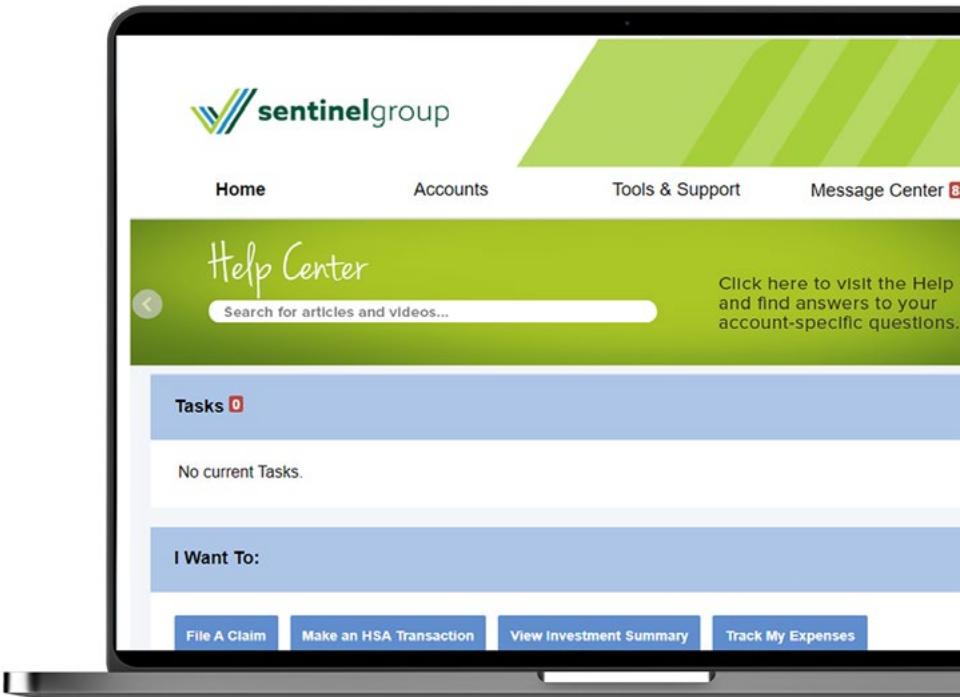
## Option 2

### After-Tax Contributions

If you are not eligible for pre-tax payroll deductions, you can simply make after-tax contributions to your Sentinel HSA by check. After-tax contributions are tax deductible to the extent that total contributions to your account do not exceed your maximum annual contribution amount. Generally, you may make after-tax contributions until your federal tax-filing deadline (not including extensions), which is usually April 15<sup>th</sup> of the following year.

To transfer funds electronically from your bank account to your HSA, choose **Contribute to HSA** from the **I Want To...** menu. If you would like to make a contribution to your HSA by submitting a check directly to your account, download the HSA Contribution Request form from your online account.

For additional information on making HSA contributions outside of payroll visit [help.sentinelgroup.com/help/making-a-non-payroll-contribution](http://help.sentinelgroup.com/help/making-a-non-payroll-contribution).



# Managing your HSA Investments

## Choosing Your HSA Investments

The Sentinel HSA is a simple way to create a smart HSA investment strategy. Your initial funds will be allocated to the HSA default fund, the HCB Interest Bearing Account. Once your account balance exceeds \$2,000, you may allocate HSA funds to other investment options. We offer a choice of select investment options providing a broad range of investment strategies. Any earnings on your HSA investments are automatically reinvested and grow tax free.

To view your HSA investment options visit

[help.sentinelgroup.com/help/investment-options](https://help.sentinelgroup.com/help/investment-options).

To manage your investments, choose **View Investment Summary** from the **I Want To...** menu.

To set up investments for the first time, scroll to the **How Do I Start Investing?** section, click the **Start Investing Now** link and follow the prompts. For more information on setting up your HSA investments visit [help.sentinelgroup.com/help/manage-hsa-investments](https://help.sentinelgroup.com/help/manage-hsa-investments).

To change existing investment instructions, click the **Change Investments** button. For more information on changing your HSA investments visit [help.sentinelgroup.com/help/change-investments-hsa](https://help.sentinelgroup.com/help/change-investments-hsa).

## HSA Planning Tools

From the home page of your online account, locate these banners for additional guidance with planning your HSA strategy:

### ✓ HSA Savings Planner

Use the online HSA Planner to determine the contribution amount that's right for you.

### ✓ Financial Planning Consultation

Schedule a free consultation with a Sentinel Group financial planner.

## Managing Your HSA Investments

Access each of the following sections from the main menu to perform account tasks and view information:

### ✓ Investment Summary

- Current balance by investment
- Fund and performance information
- Transaction history details
- Summary of your investment account
- Update your investment elections
- Realign your investment balances
- Transfer between funds
- Review pending and processed requests.

### ✓ Education

- Fund fact sheets
- Prospectuses
- Frequently asked questions about investing and terminology
- Guidance Tool to develop a personalized HSA investment strategy for your HSA investment account, based on your own unique circumstances

For help locating fund performance data and fact sheets visit [help.sentinelgroup.com/help/hsa-investment-performance-and-fact-sheets](https://help.sentinelgroup.com/help/hsa-investment-performance-and-fact-sheets).

### ✓ Portfolio Performance

- Account performance data
- Personal rate of return
- Investment breakdown
- Balance history

# Accessing Your HSA Funds

Distributions from your HSA to pay for qualified medical expenses for you, your spouse and your dependents are tax-free. Depending on the type of expense, you can use your Sentinel Group Benefits Card to seamlessly utilize your HSA funds. If you choose to pay out of pocket, or you are using your HSA for non-medical (and non-tax free) items, you can simply submit a request for distribution to Sentinel from your online HSA.

## Eligible Expenses

You can access a list of eligible expenses by visiting the Help Center at [help.sentinelgroup.com/help/ what-is-covered-under-my-medical-fsahsa](https://help.sentinelgroup.com/help/what-is-covered-under-my-medical-fsahsa).

## Option 1

### Sentinel Group Benefits Card

The transaction will automatically reduce your HSA balance. Even better, you will not need to pay out of pocket or wait to be reimbursed.

#### How do I activate the card upon receipt?

The Sentinel Group Benefits Card can be activated when it is first received by calling the number on the sticker on the front of the card. Even though you will receive two cards, you only have to call once to activate both.

#### Why did I receive two cards?

You are issued two cards so you can choose to make the second card available for a spouse or dependent. Both cards come in your name, but since the debit card is signature-based, your spouse or dependent just needs to sign the back of the card and it is their card to use.

#### How do I request new or additional cards and/or report a card missing?

From the Home page, hover over Accounts and select **Banking/Cards** from the **Profile** section. Under the Debit cards column, click Report Lost/Stolen or Order Replacement and follow the instructions.

#### Should I select “Credit” or “Debit” when making a purchase?

Your card can be used as either “Debit” or “Credit.” In order to use the card as a “Debit,” you must establish your own PIN by calling the number located on the card and walking through the setup instructions.

## Option 2

### Request an HSA Distribution Online

If you utilize your HSA without using your debit card, you may request a distribution online via Sentinel's secure website. You can immediately verify that your request has been received by Sentinel. In addition, you can upload any files (receipts, EOB, etc.) using our upload tool. Uploaded files will automatically attach to the request that you have entered and will be saved for future retrieval, if necessary.

#### How do I do it?

1. Log into your account at sentinelgroup.com
2. Select Reimburse Myself from the I Want To... menu
3. Follow the online instructions
4. Attach or submit receipts (optional)

For full instructions visit [help.sentinelgroup.com/ help/submitting-an-hsa-transaction-claim](https://help.sentinelgroup.com/help/submitting-an-hsa-transaction-claim).

#### Can I submit a distribution request or make a contribution from my phone or other mobile device?

Yes! Included in the functionality of our mobile application is the ability for you to file new distribution requests and transfer money from your bank account to your HSA from your phone or other mobile device.

# Expense Tracker

To view and manage all expense activity in one place, use the Expense Tracker. On the **Home** page, choose **Expense Tracker** from the top menu. The Expense Tracker provides you with an easy-to-use consolidated view of expenses for ongoing management of expenses, claims, and card transactions. Easily filter expenses by clicking on the filter options on the navigation pane on the left side of the screen or by clicking on the field headers within the Expense Tracker. You can search for specific expenses using the search field on the bottom left side of the screen. Expenses can be exported into an Excel spreadsheet by clicking on the **Export Expenses** button on the upper left side of the page.

## Why should I use the Expense Tracker?

The Expense Tracker allows you to import and store expenses that can potentially be reimbursed through your plan. It serves as a “virtual shoebox” to store expense information and receipts that can be referenced in the future, either for your own tracking or for submission as a claim.

## How do I add an expense to the Expense Tracker?

1. From the **Expense Tracker**, click on the **Add Expense** button on the upper left side of the page.
2. Complete the expense detail fields. You can even upload a copy of the receipt and add notes for your records.
3. Once the expense has been added to the Expense Tracker, you can pay the expense, if desired.

## Can I request payment for an expense from the Expense Tracker?

You may process payments/distributions for unpaid expenses directly from the **Expense Tracker** page. Expenses will be categorized and payment can be initiated for unpaid expenses by clicking on the button to the right of the expense details.

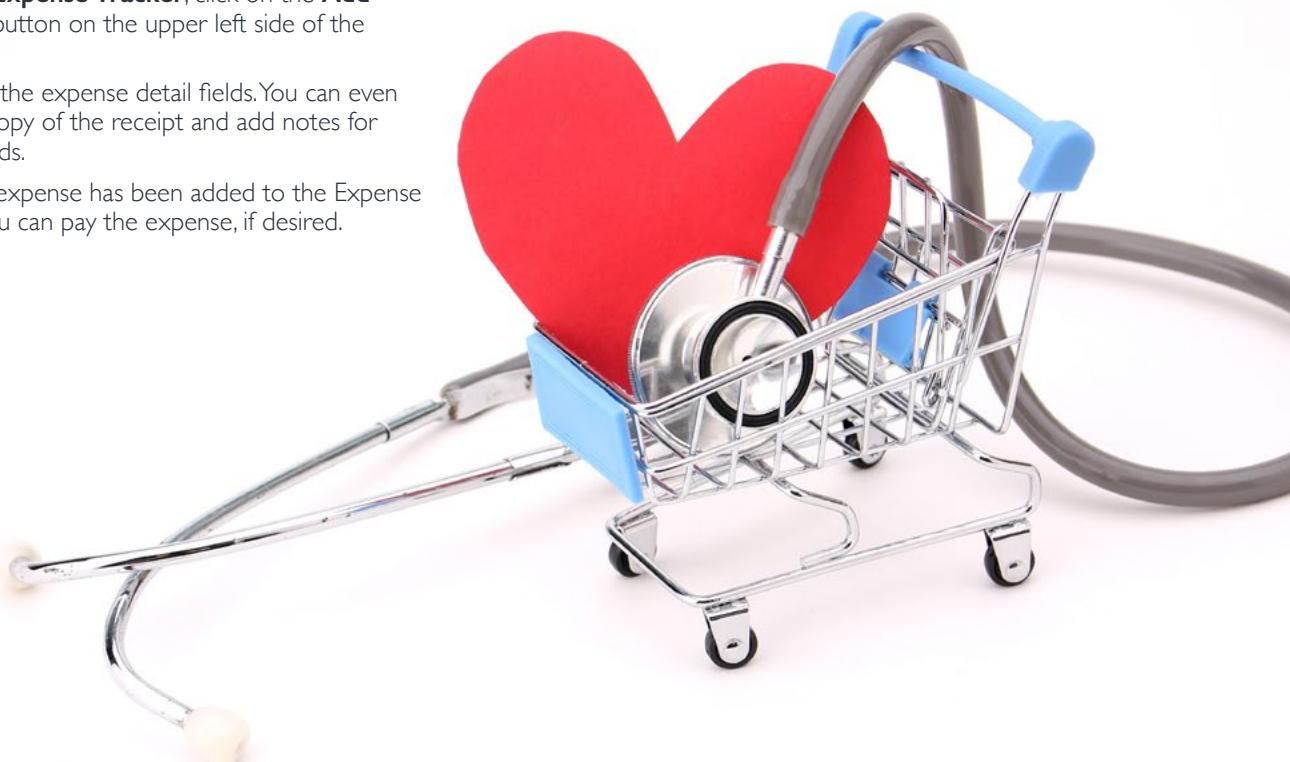
1. Simply choose which expenses you would like paid and you will be presented with the eligible accounts from which you can initiate payment.
2. When you click **Pay**, the claim details from the Expense Tracker will be pre-populated. Review and edit the distribution details as needed.

## How do I edit an existing expense in the Expense Tracker?

You can edit expenses directly from the **Expense Tracker** page.

1. Expand the claim details by clicking on the expense line item from the Expense Tracker.
2. You will be presented with options to add expense notes, update the expense details, mark the expense as paid/unpaid, or remove the expense from the Dashboard.

For additional information on the Expense Tracker visit [help.sentinelgroup.com/help/hsa-expense-tracker](http://help.sentinelgroup.com/help/hsa-expense-tracker).



# What You Need to Know About HSAs

## Annual Contributions

The amount you can contribute to your HSA is subject to your enrollment in a qualified high-deductible health plan. The IRS limits for maximum HSA contributions are also subject to change each year.

## Looking to roll over an existing HSA balance to your Sentinel HSA?

You may transfer funds from your existing HSA to your Sentinel HSA without any tax implications and without impacting your annual HSA contribution limit. Sentinel does not charge an additional fee for accepting your HSA rollover. To get started, download the HSA Rollover Request form, located in the "Forms" section of your online account from the "Tools & Support" menu. For more information visit [help.sentinelgroup.com/help/hsa-rollover-into-sentinel-hsa-account](https://help.sentinelgroup.com/help/hsa-rollover-into-sentinel-hsa-account).

## Portability

Your HSA is still your account even if you:

- ✓ Change jobs or become unemployed
- ✓ Change your medical coverage
- ✓ Move to another state
- ✓ Change your marital status

## Unused Funds

HSAs are not subject to the use-it-or-lose-it rule. Funds remain in your account from year to year. You may use your HSA funds for any reason, but only qualified medical, dental and vision expenses are able to be withdrawn tax-free and without being subject to a 20% additional excise tax.

## Medicare Matters

Once you are enrolled in Medicare, you are no longer eligible to make contributions to your HSA. You can use the funds in your HSA to pay Medicare premiums, deductibles, co-pays and co-insurance under any part of Medicare. You cannot use your HSA to pay for Medicare supplement insurance or "Medigap" policies.

## Annual Tax Reporting

Each calendar year, there are three required tax filings associated with your HSA. Sentinel will generate IRS forms 1099-SA and 5498-SA on your behalf as an HSA account holder. You are responsible for filing the IRS Form 8889 when you file your annual taxes. Forms 1099-SA and 5498-SA are available online and you will receive email notification when they are ready. To receive paper copies via mail, select **Update Notification Preferences** from the **Tools & Support** menu.

### ✓ IRS Form 1099-SA

The 1099-SA is generated on or before January 31<sup>st</sup> of each year. This form is provided to you directly, and the necessary information must be reported on your 1040. The 1099-SA will show all of your HSA distributions for the previous calendar year.

### ✓ IRS Form 5498-SA

Sentinel files Form 5498-SA annually with the IRS and you will receive a copy online. The Form 5498-SA is simply a notification to the IRS that you or your beneficiary have made contributions or rollovers to your HSA for the previous calendar year. It does not impact your annual tax filing with the IRS. This form is filed on or before May 31<sup>st</sup> of each year.

### ✓ IRS Form 8889

IRS Form 8889 is used to report HSA contributions, disbursements and your tax deductions. You will complete this form using the 1099-SA and 5498-SA. Sentinel will provide to you as applicable each year.