

Navigating Your Health Savings Account (HSA)

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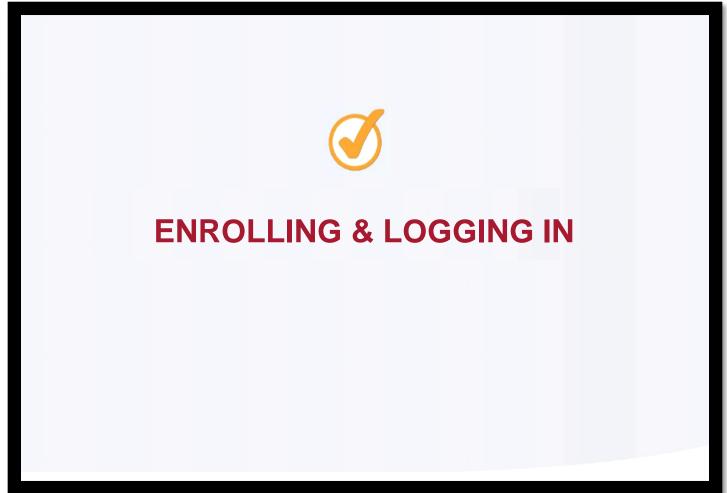
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You must be enrolled under the carrier website to see your claims and your Health Savings Account.





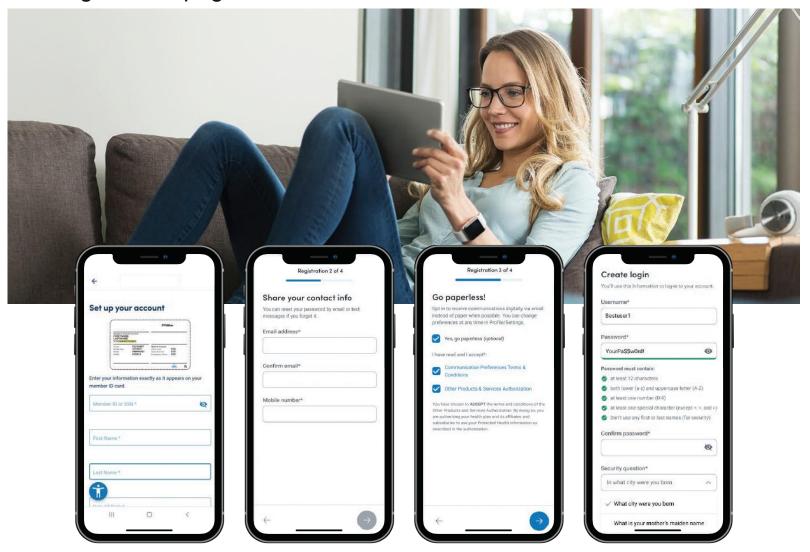


Open your web browser and go to the Highmark website at <a href="https://www.MyHighmark.com">www.MyHighmark.com</a>. Your previous credentials from the Highmarkbcbs.com site will work on the new website. Click either **Log In** (if you have previously been on the Highmark website) or **Register** (if it is your first time on the member website).



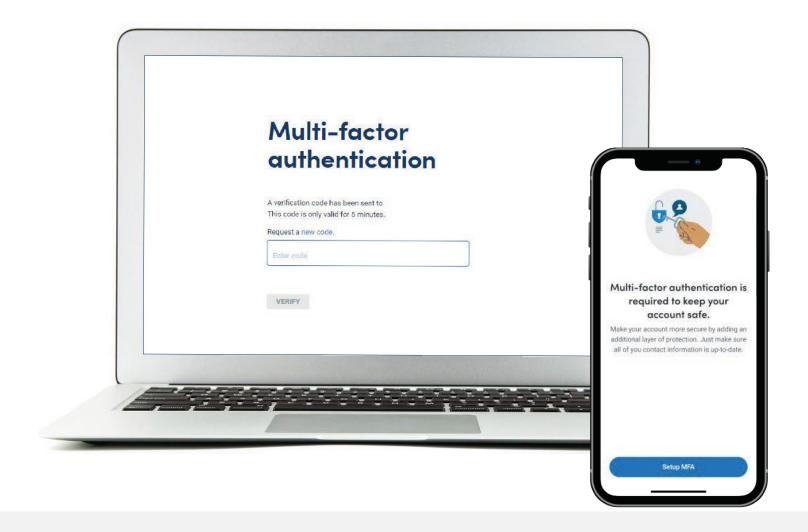


If you have not registered before, provide all the required information on the registration pages.

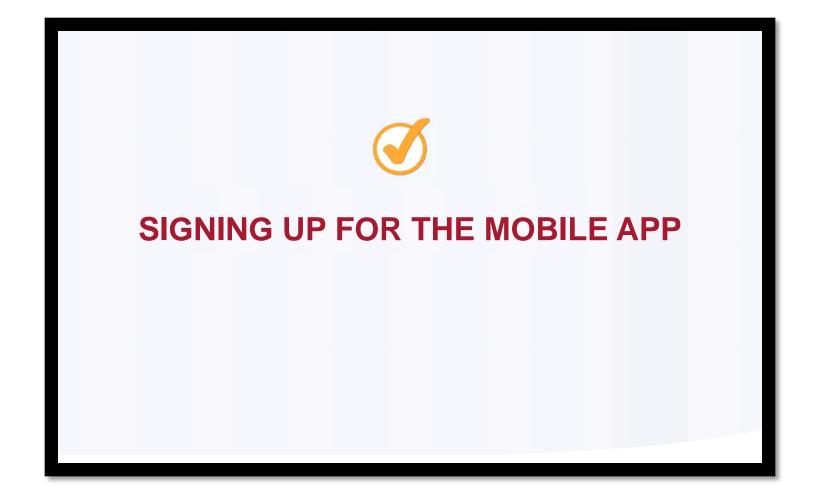




The new site will require setting up a multi-factor authentication which can be done with a cell phone number and/or an email address.









- The free "My Highmark" mobile app is available in the Apple App Store or Google Play.
- Once downloaded, select Log in with Health Plan ID. You will be redirected to the My Highmark website where you can login with your web-based credentials or register from the website. The two-factor authentication will apply when signing up.
- After your initial login, you can use biometrics (face ID) to login moving forward or continue to use your username and password.
- The mobile app is set-up to mirror the website and will operate in the same fashion, allowing you to do the same functions on your phone as the website.

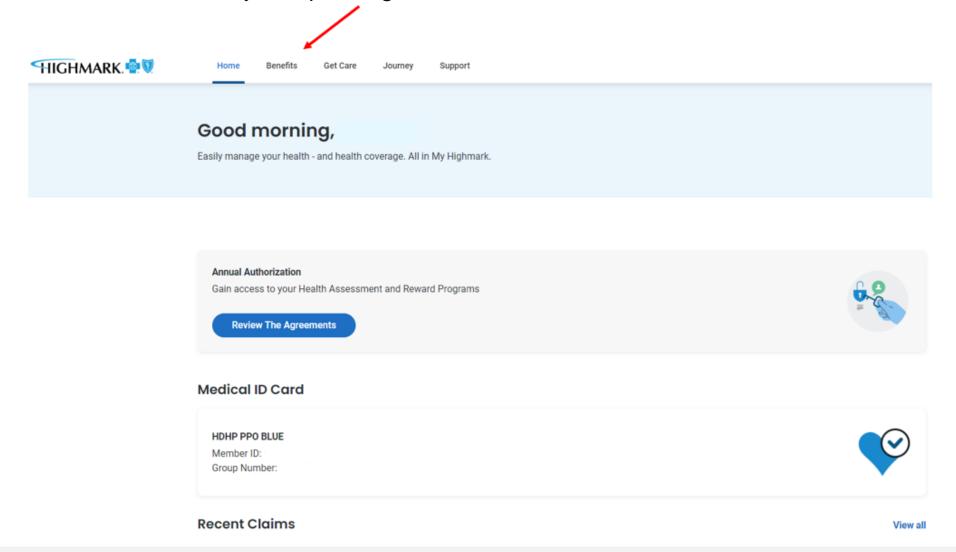




# **ACCESSING YOUR SPENDING ACCOUNT**

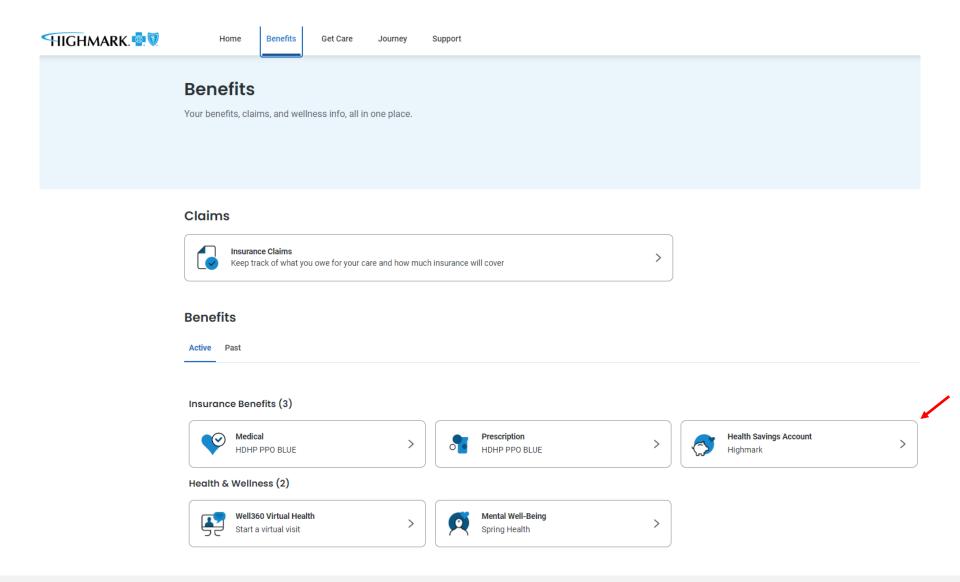


After you have logged into the member home page, click on the Benefits tab to access your spending account.





## Select the Health Savings Account box to expand your HSA information.







# **EXPANDING YOUR SPENDING ACCOUNT**

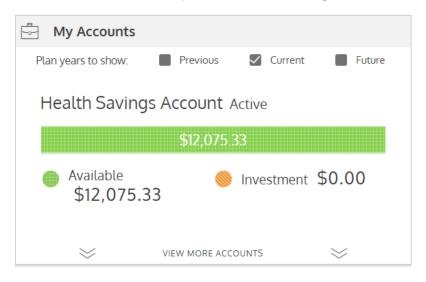


### Select the View my account details box to login to your HSA portal.





## This will open your spending account.



Card Transaction Approved
HSAOnlineStatementPartnerAlert
Deposit Received
Deposit Received
Deposit Received
Deposit Received
See All

**NEW:** Add Your Spending Account Debit Card To A Mobile Wallet App. (Apple Pay, Google Pay, or Samsung Pay) to make contactless payments from your phone.

(\$) My Recent Transactions					
\$85.70	Health Savings Account	Processing	Card Jan 5, 2024		
\$1.12	Health Savings Account	Posted	Interest payment Dec 31, 2023		
\$2.54	Health Savings Account	Posted	Fee Dec 29, 2023		
\$100.00	Health Savings Account	Posted	Deposit Dec 14, 2023		
\$2.54	Health Savings Account	Posted	Fee Dec 1, 2023		
\$1.06	Health Savings Account	Posted	Interest payment Nov 30, 2023		
\$100.00	Health Savings Account	Posted	Deposit Nov 30, 2023		
\$100.00	Health Savings Account	Posted	Deposit Nov 16, 2023		
\$100.00	Health Savings Account	Posted	Deposit Nov 2, 2023		
\$2.54	Health Savings Account	Posted	Fee Nov 1, 2023		
See All					



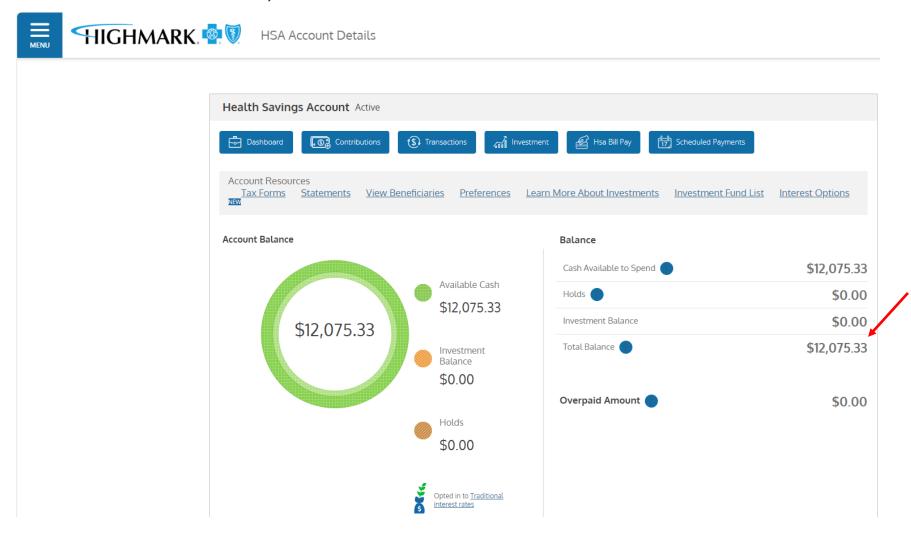
To access more features of your spending account, click the green and orange bar in the My Accounts section. This will expand your spending account.



(\$) My Recent Transactions					
\$85.70	Health Savings Account	Processing	Card Jan 5, 2024		
\$1.12	Health Savings Account	Posted	Interest payment Dec 31, 2023		
\$2.54	Health Savings Account	Posted	Fee Dec 29, 2023		
\$100.00	Health Savings Account	Posted	Deposit Dec 14, 2023		
\$2.54	Health Savings Account	Posted	Fee Dec 1, 2023		
¢1.07	Health Savings		Interest		

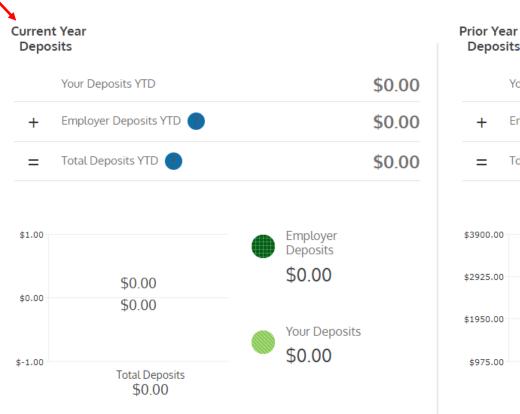


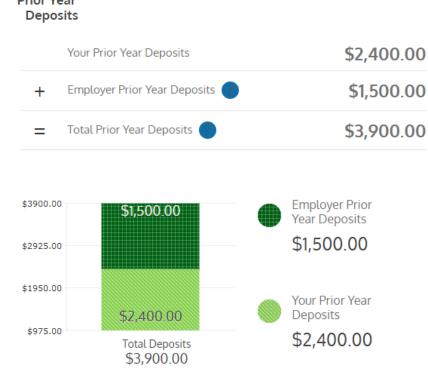
On this page you are able to see your current balance, available balance, investment balance, and total HSA balance.





If you continue to scroll down on this page, you will be able to see your current and prior year deposits.





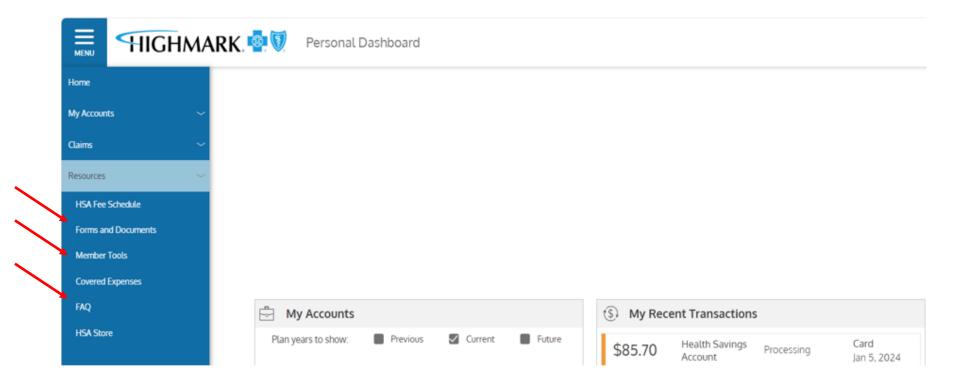




# **ACCESSING EDUCATIONAL MATERIALS**



Click on the Forms and Documents, Member Tools, or FAQ links for HSA support and education. Here you will find resources to help you understand your HSA, documents, and user guides.





### Forms and Documents



Forms and Documents



There are currently no Downloadable Forms. Please check back later.

\*Alegeus Technologies, LLC, is a seperate company and is a non-bank custodian for health savings accounts. WealthCare Saver is a dba of Alegeus Technologies, LLC, a licensed non-bank custodian.

#### Resources

#### Member Guides



Quick Start Guide (non-HSA)



Cardholder Guide for Debit Card Disputes

#### **HSA** Resources

#### **HSA Guides**



HSA User Guide

### WealthCare Saver Maintenance Forms



Unauthorized or Incorrect(ACH) Form



Close Account Form

#### WealthCare Saver Disclosures

<u>Health Savings Account</u> (<u>HSA) Terms and Conditions</u>

#### **IRS Resources**





IRS Form 5498-SA (Contributions)



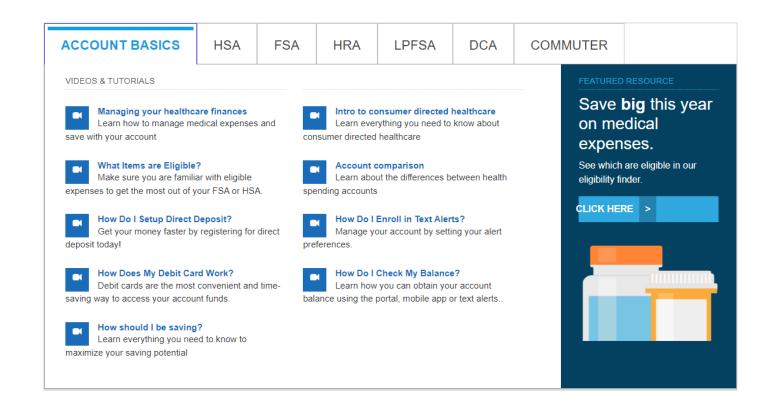
### **Member Tools**







Member Tools





### **FAQs**



- Can I order a card for a dependent?
- Can I use my debit card outside the United States?
- ▶ Do I need to keep my receipts for purchases made?
- ▶ Does my debit card come with a PIN?
- ▶ How can I pay a claim?
- ► How do I activate my debit card?
- ▶ How do I add direct deposit information to my account?
- ► How do I change auto-pay preference?
- ▶ How do I link a bank account to my HSA to make post-tax contributions?
- ▶ How do I opt-in to receive electronic HSA Statements and/or Tax Forms?
- ▶ How do I register for the mobile app?



The default is for quarterly statements to be emailed to your email on the account. If there is no email tied to your HSA, you will be charged \$1.25 quarterly for statements to be mailed. To avoid being charged this fee, you must sign up to receive electronic statements.

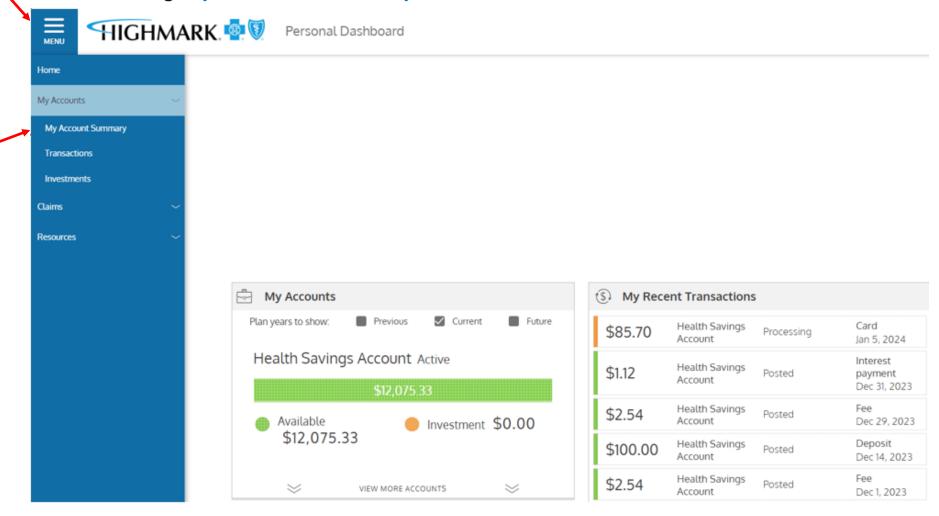




Signing Up For Electronic Statements



You can also access the features of your spending account by clicking on the bars in the upper left corner of your personal dashboard and selecting My Account Summary.



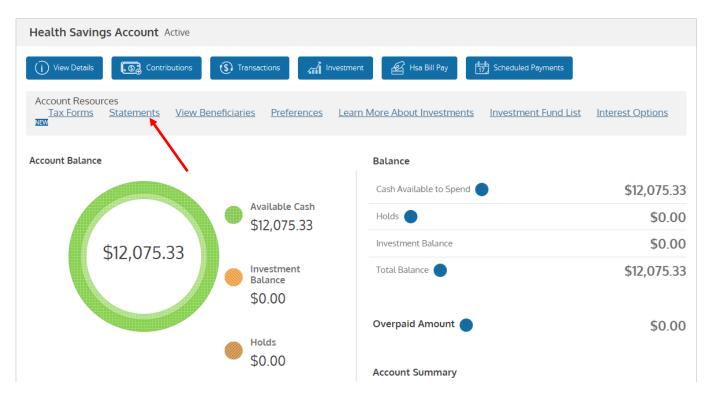


### To sign up for electronic documents click the Statements link.



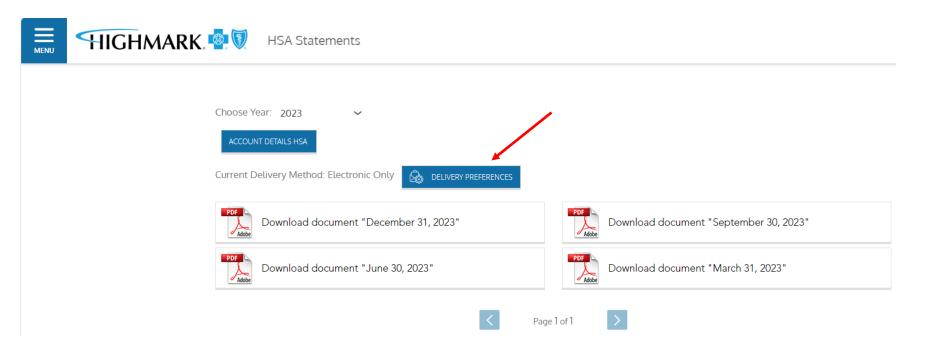
Choose which account to view ( Accounts of Selected Period will be Populated )

Current ~

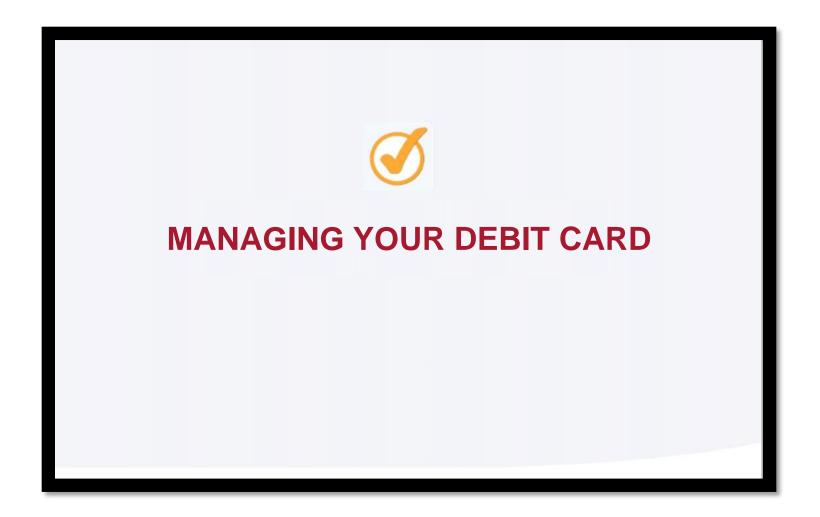




Click on Delivery Preferences and follow the prompts to complete the process.









A Spending Account Debit Card works a lot like a bank debit card, however no PIN is required to complete the transaction and it cannot be used at an ATM.

When you purchase qualified medical services or products, you can simply swipe your card and choose <u>credit</u>. This enables you to access your HSA funds without having to pay out-of-pocket.

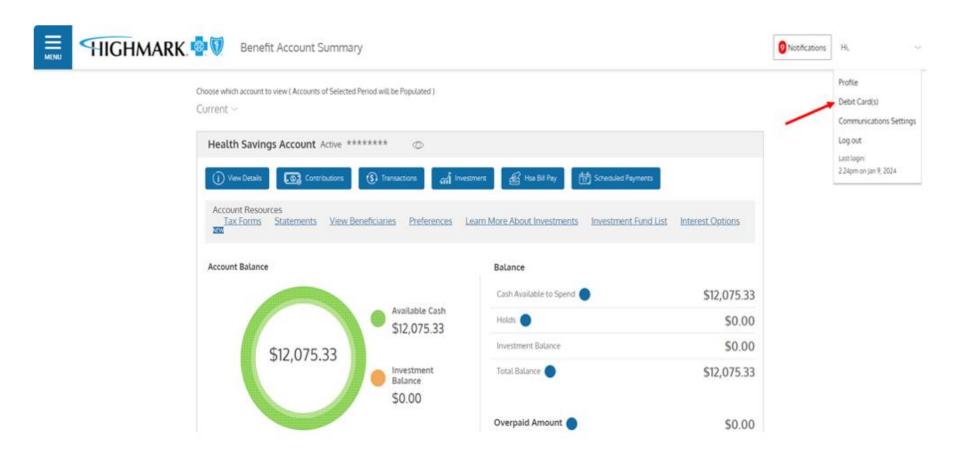
You and your spouse, if applicable, will receive debit cards when your account is set up. You can request additional cards for your other eligible dependents by calling the number on the back of your Member ID Card,

800-241-5704.



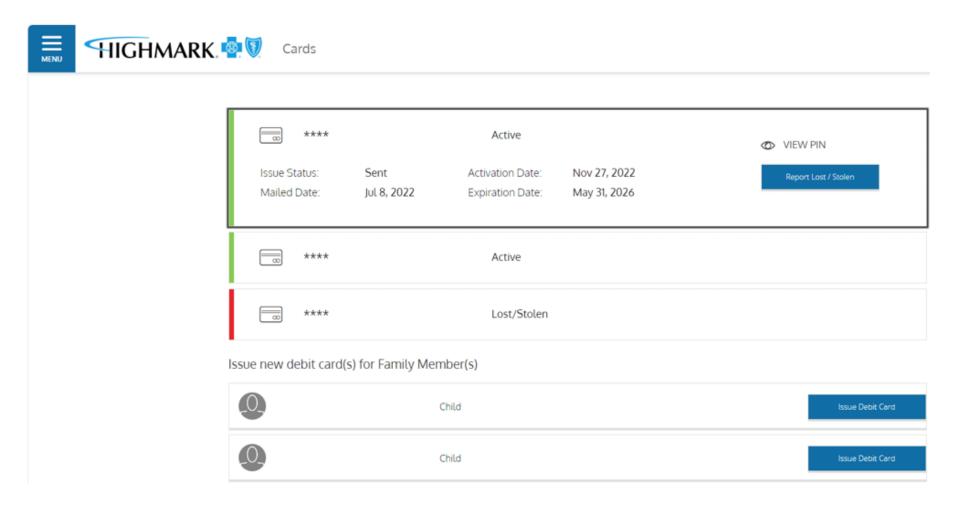


To review the debit cards that you have linked to your HSA account, click on the carrot in the top right-hand corner and select Debit Card(s).





Here you can see the active cards linked to your HSA. You can also report a card lost or stolen and request a new card as needed.





If you have not already done so, complete your beneficiary form as soon as possible.

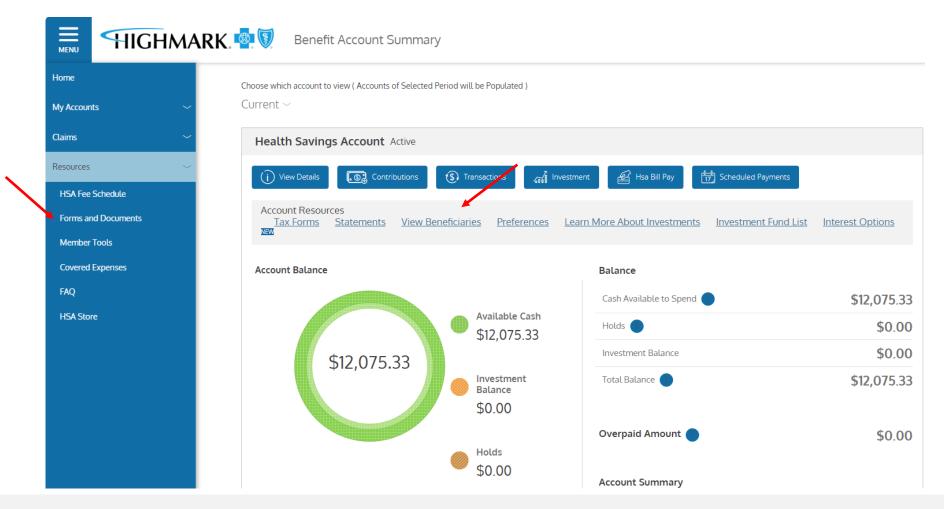




# **DESIGNATING YOUR BENEFICIARIES**

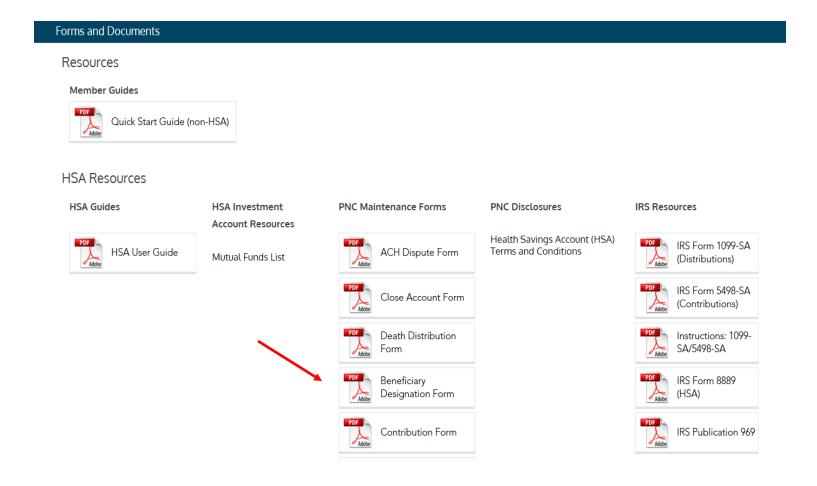


To update your beneficiaries, click on the View Beneficiaries link. You can print a paper form by clicking on the Resources link. Scroll down and click on Forms and Documents.



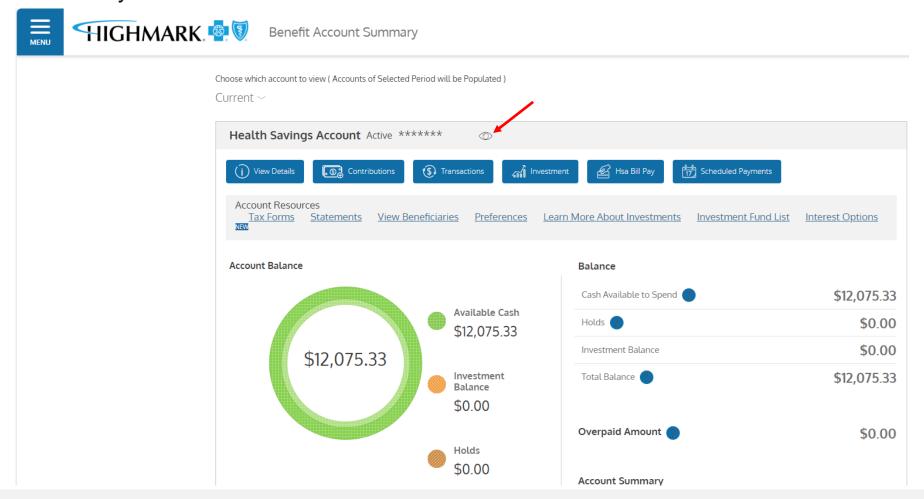


Here you will find the Beneficiary Designation Form. Download and follow the instructions for completion and submission of your form.





You will need to enter your HSA account number to complete your beneficiary form. You can find it by opening one of your statements or you can hover over the eyeball icon in the My Accounts section to expand and see your account number.

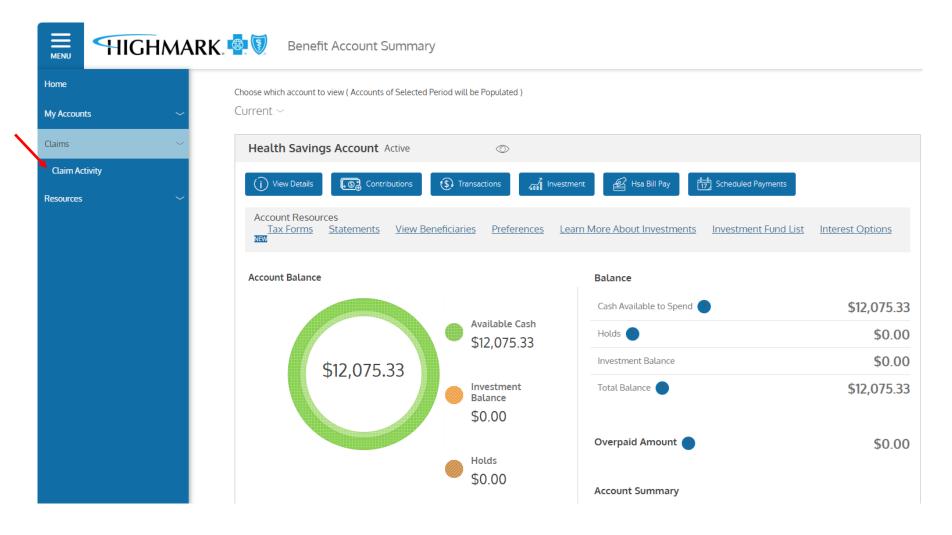






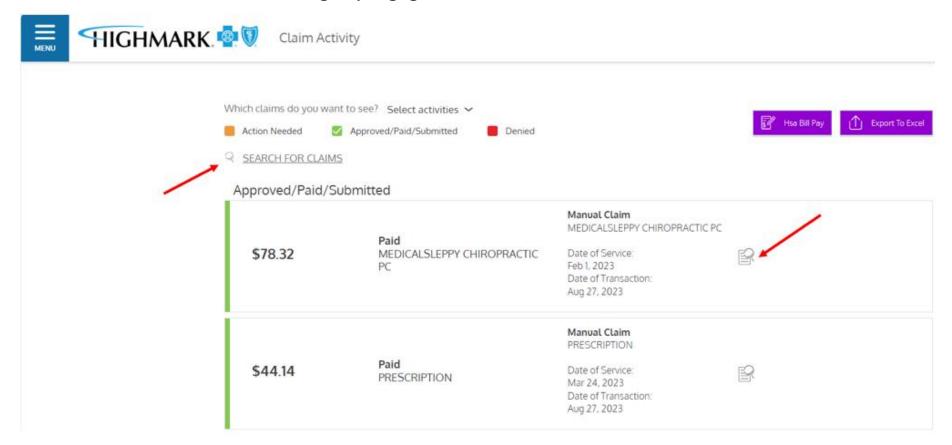


To access information about your claims, click on the Claims link and then select Claim Activity.



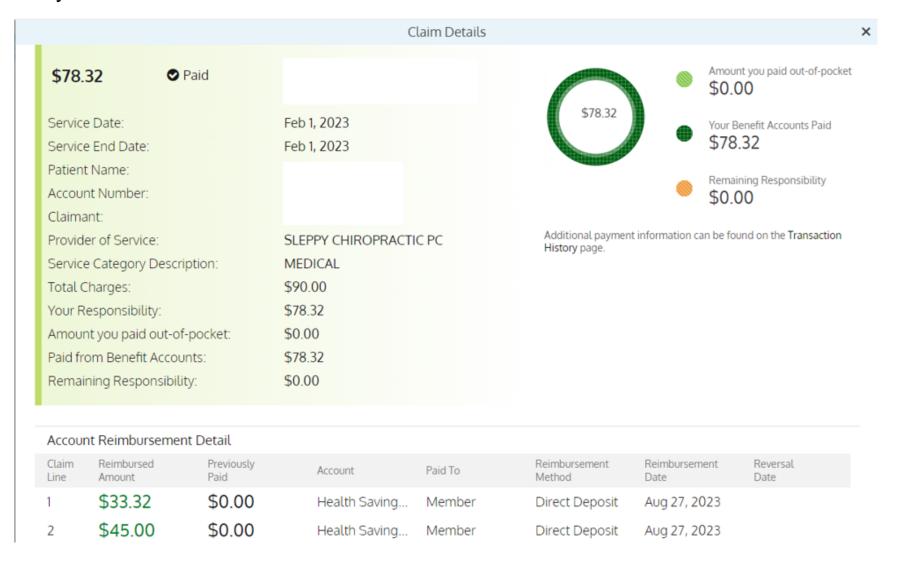


Once you click on this a listing of recent claims will appear. You can also search by clicking on the Search for Claims link. To see details on your claim click on the magnifying glass.



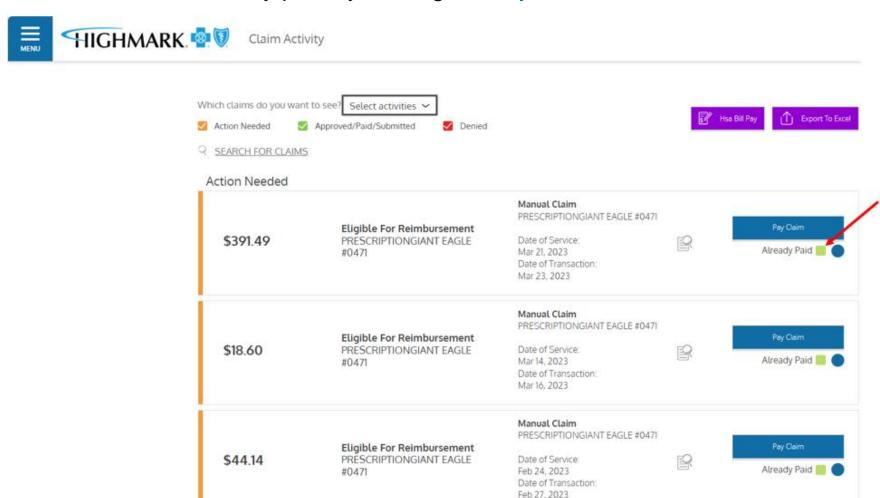


# Clicking on claims detail will take you to this screen with a breakdown of your claim.





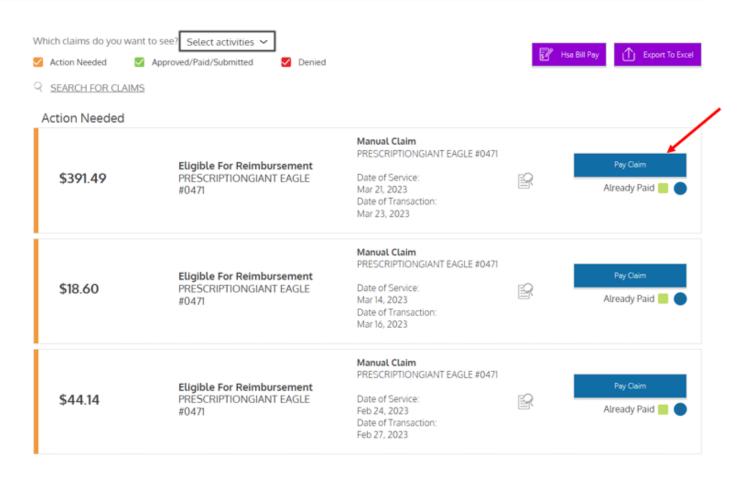
The claims that will need action will be identified in orange. You can pay a provider or reimburse yourself by clicking on the Pay Claim link. You can mark a claim already paid by clicking Already Paid.



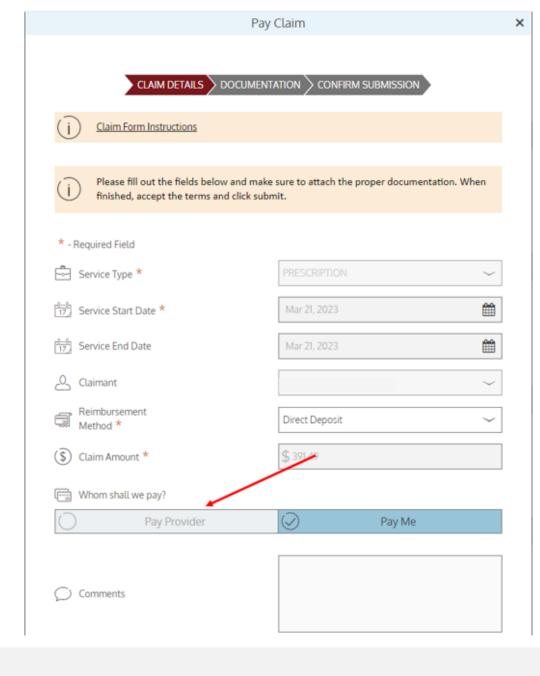


To pay the provider or reimburse yourself, click on Pay Claim to open the claim.





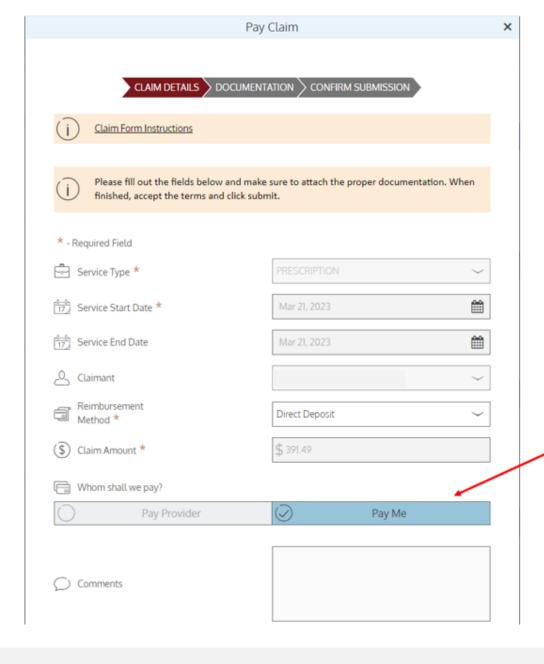




Decide if you want to pay the provider directly or pay yourself.

To pay the provider directly click Pay Provider.



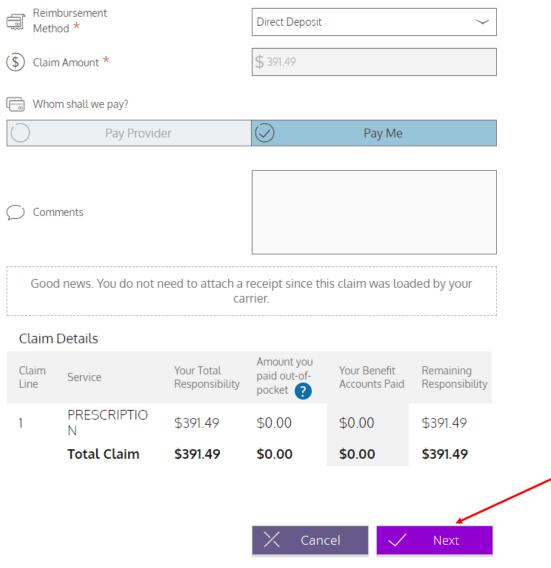


If you want to pay yourself, you will need to click Pay Me.

You can select to be paid by check or you can have the monies direct deposited to your personal bank account.

To get reimbursed faster sign up for direct deposit by following the instructions on page 45.





Scroll down to see additional information about your claim.

Once you have determined who you are making payment to for the claim, click Next.



Claim Details

Amount: \$391.49

Type: Direct Deposit

Claimant:

Tracking #:

Service Type: PRESCRIPTION

Service Start Date: Mar 21, 2023

Service End Date: Mar 21, 2023

Comments:

Provider:

For questions regarding the processing of your payment request, please contact the Member Advocate Team at the number located on the back of your Member ID Card or your plan administrator, if applicable.

When you are ready to send the claim for processing, please only click the "submit" button one time to prevent a duplicate submission.

The above is a true and accurate statement of all expenses incurred by my eligible dependents or me on the date(s) indicated, and I will not seek reimbursement from any other health plan or spending account including a Heath Savings Account (HSA). I understand that I cannot claim any reimbursed expenses on my income tax return, and that I may be liable for payment of all related taxes including Federal, State, or City income tax and any associated penalties on the amounts paid for an expense improperly claimed under the provisions of this plan.

Review the transaction and the terms and conditions and click Submit. You will receive confirmation that your claim has been accepted.

Click OK to return to the Claim Activity page. The claim will now show up in the Approved/Paid/ Submitted category.





Submit





If you have used your HSA Debit Card to pay for your Rx or other claims, DO NOT Request Reimbursement and pay yourself for this claim. Doing so will result in duplicate payments from your HSA. These claims should be marked Already Paid.





REMEMBER.....ONLY the claims for the services that are on your medical grid are applied to your plan deductible.

It is recommended that you deposit at least enough monies into your account to meet your plan deductible.

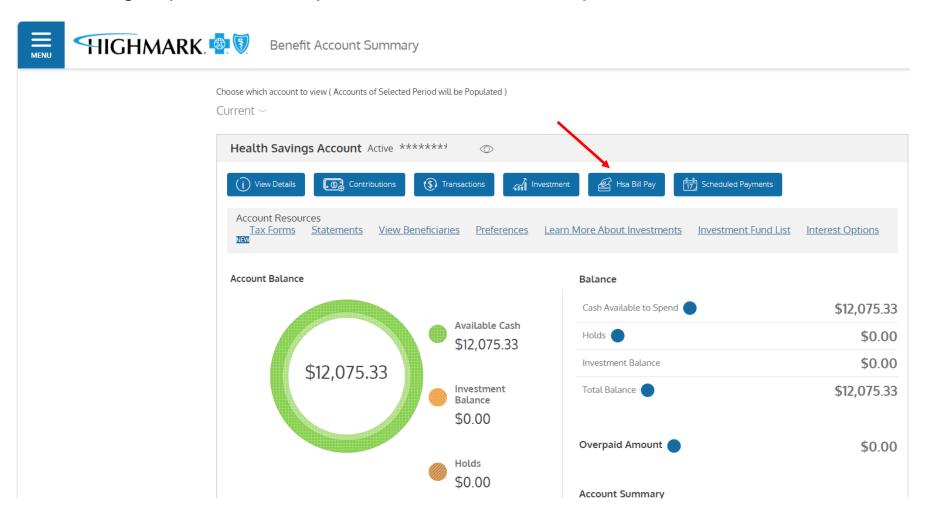


This option is if you are paying yourself for a claim payment rather than receiving a check. You can automatically have it deposited into your account of choice at your bank.





### To sign up for direct deposit click on HSA Bill Pay on the home screen.





Enter your bank name, account number, routing number, and bank account type. Accept the terms and then click Save.

**HSA Bill Pay Deposit Account** 

### Check example Bank Name \* Name Account \* Address Date Pay to the order of: Re-enter Account \* Your bank Account Routing \* |: 1233211231 :| 234511 123456789123 Re-enter Routing \* Routing Number Check # Account Number Bank Account Type Checking Please note: The order of Routing, Account and Check numbers will vary from By providing my bank account and routing numbers, I financial institution to financial agree to allow my administrator to direct deposit plan institutions and will not necessarily be in reimbursements into my accounts. I understand that I can the same order as shown above. change this directive at any time. Cancel

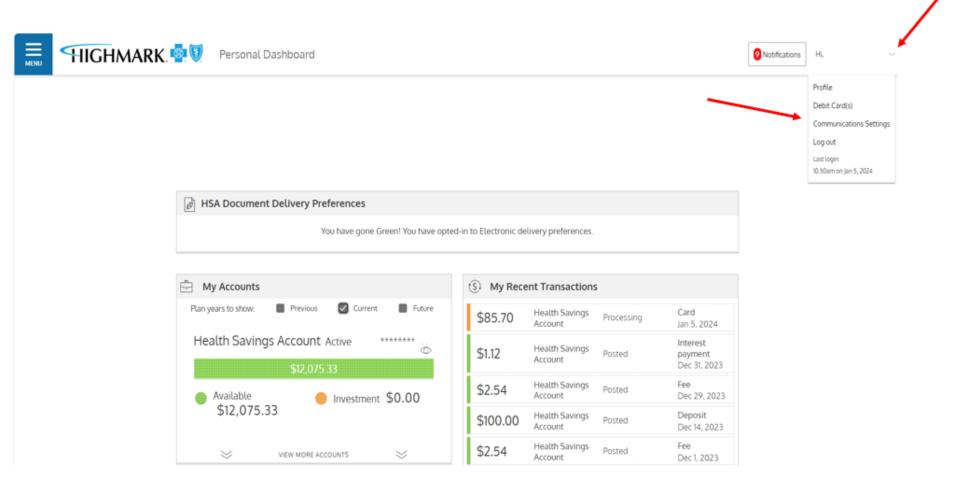




# **SELECTING MOBILE AND EMAIL ALERTS**



You can elect to receive alerts on your account through both your mobile device and email. At the top right-hand corner of your dashboard, select the down arrow and then Communication Settings.



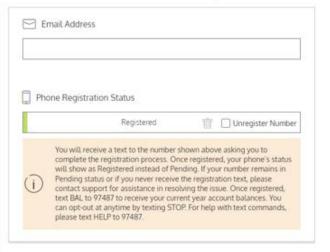


If you have an email address and phone number, you will see them displayed in the box below. To add or change your email or phone number, you can visit the contact information section of the account management section on the home screen once logged into MyHighmark.com. You can then select your notification preferences.



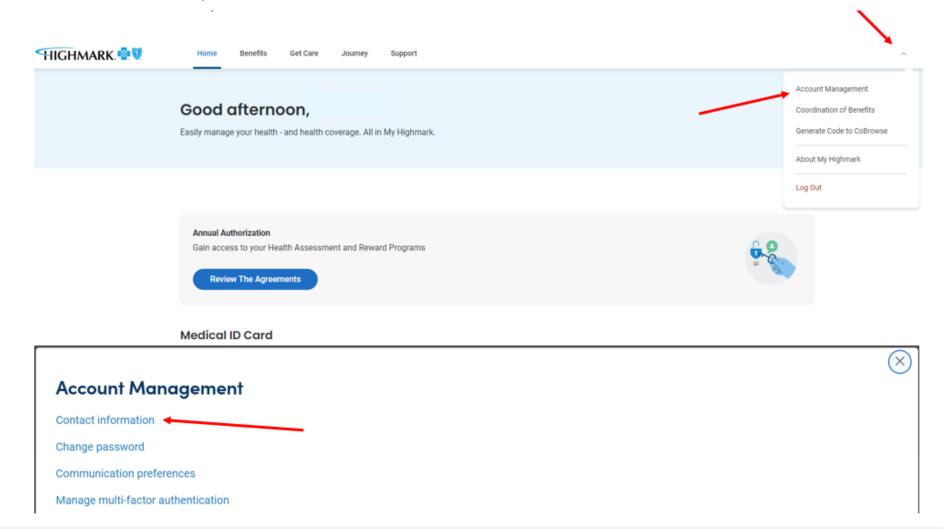
You can update your email address by visiting the contact information section of the member website listed on the back of your member ID card.

The notifications below delivery method for ear ensure you have an em order to receive these r	ch notification you ail address and/o	wish to re	ceive. Pleas	e
	mobile	email	both	none
Account Balance Alert	0	0		0
This communication is sent when you	ur account balance	e falls belov	w \$100.00.	
Account Balance Statement				0
This communication is sent on a Mor	nthly basis.			~
Account Deductible Met	0	0		0
This communication is sent when you	ur deductible has l	been met.		
Card Lost/Stolen	0	0		0
This communication is sent when you	ur card has been n	narked as "I	.ost/Stolen	
Card Mailed	0	0		0
This communication is sent when you	ur card has been n	nailed.		
Card Transaction Approved	$\bigcirc$	0		0



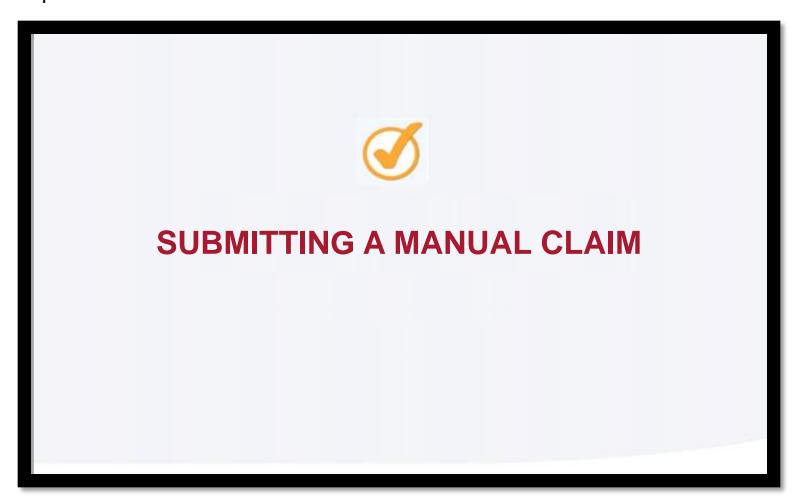


Select Account Management from the drop down followed by Contact Information to view and update your contact (address, phone number, email, etc.).



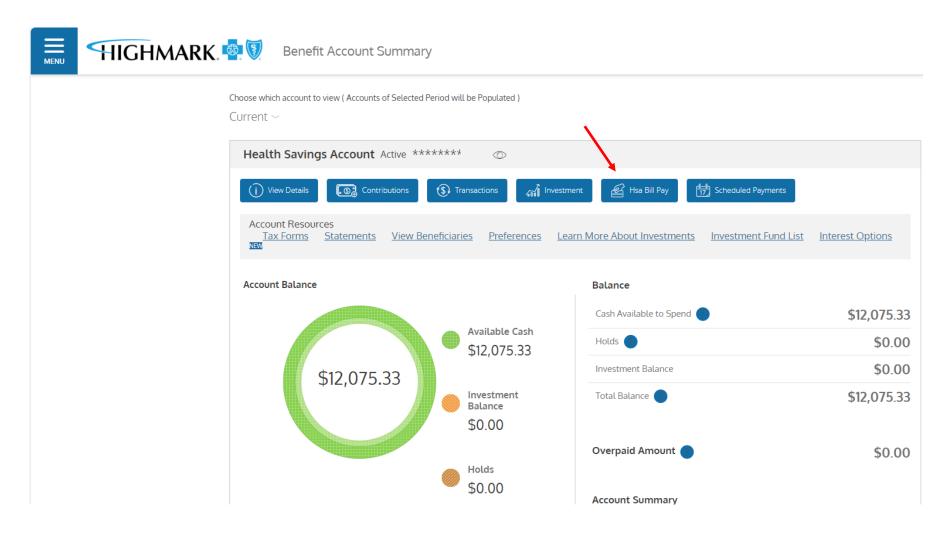


Typically, you may have to submit a claim for dental, vision, or other qualified expenses.





To access the bill pay feature, go to the account home page then select HSA Bill Pay.





You may transfer funds from your HSA to your personal bank account or you can make a payment to someone else such as your provider. You may not initiate transfers for amounts greater than the balance in your HSA Deposit Account.

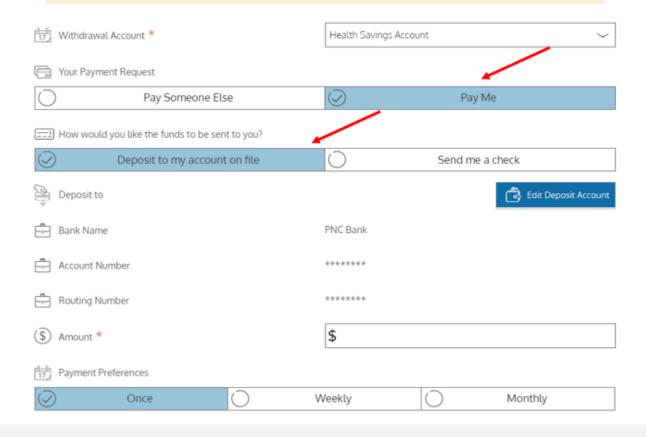
To withdraw funds and transfer directly to your personal bank account, select "Pay Myself." You must have a Direct Deposit Personal Bank Account set up. To withdraw funds and make a payment to your provider, select "Pay the Provider."

(j)

If you are paying your provider, you must include the account number you have with the provider to ensure your payment is accurately applied to your provider account.

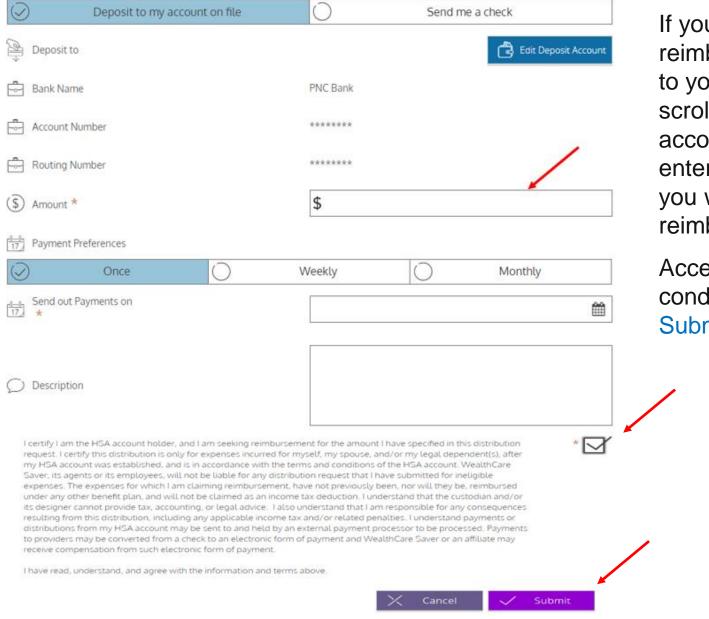
**IMPORTANT**: Payment requests are debited from your Health Savings Account on the requested withdrawal date. If a payment is being made to a provider, then the payment will be mailed and will arrive within 7-10 business days. Whenever possible, your payment may be converted from a check to an electronic form of payment accepted by your provider.

You can decide if you want to pay the provider directly or if you want to pay yourself.



If you are paying yourself you can chose to have the reimbursement sent to you by check, or you may have the reimbursement deposited directly to your personal bank account.



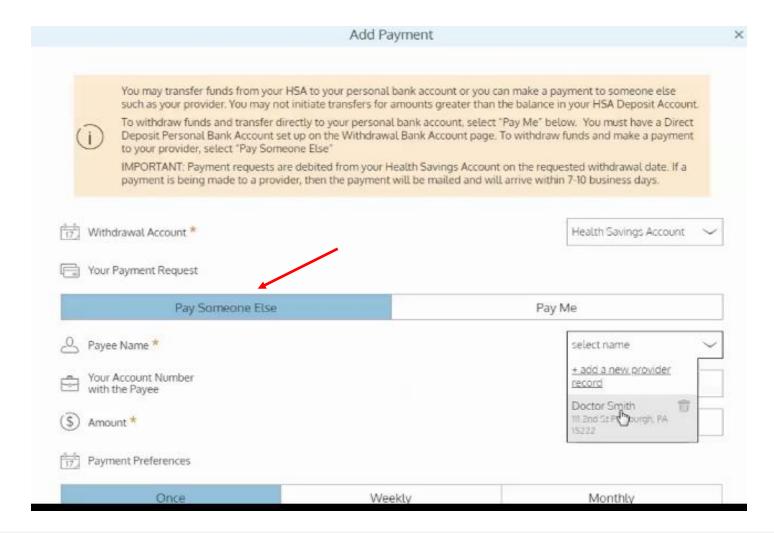


If you chose to have the reimbursement deposited to your bank account, scroll down to verify your account information, then enter the amount that you wish to be reimbursed.

Accept the terms and conditions and then click Submit.



If you chose to have the reimbursement sent directly to the provider, click on Pay Someone Else and enter your providers name, address, and your payment information.







You are responsible for record keeping for taxes in the event of an IRS audit. You may upload your receipts, however, it is not necessary.

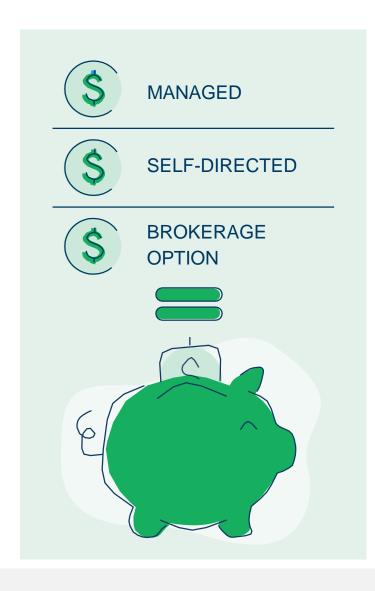


You must have a minimum HSA account balance of \$500 to invest. However, it may be more advantageous to have a balance of your actual deductible if you intend to use your monies in the account to pay your claims. If your cash balance is less than your deductible then you may have to liquidate your investments to pay the claims.





### **Investment Account Types**

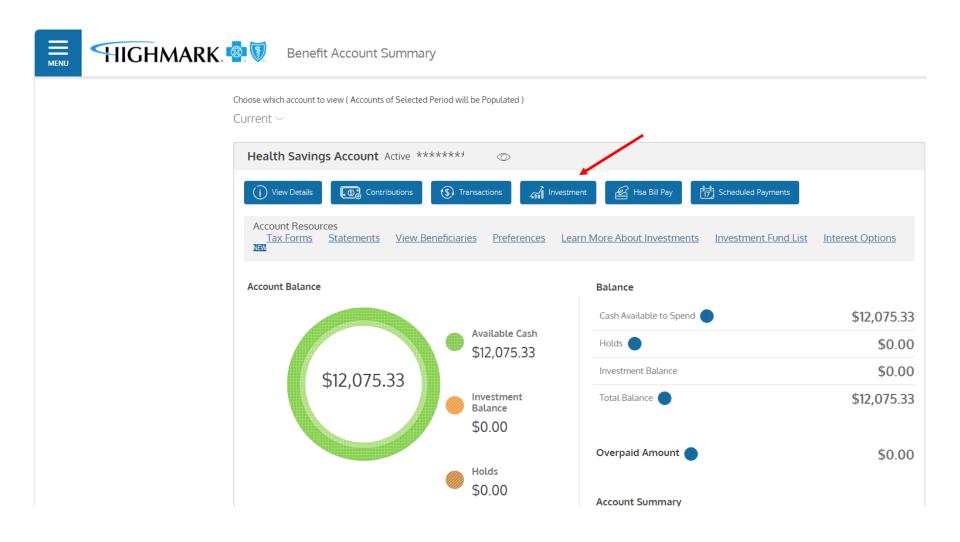


# A MODERN AND PERSONALIZED DIFFERENTIATED HSA INVESTMENT EXPERIENCE

- Choose from three different investment models for a personalized approach to investing:
  - Managed for novice investors who prefer to have our advisor tool automatically select and rebalance investments.
  - Self-Directed for intermediate investors who have the desire
    to self-select from a menu of monitored investment options to
    diversify their portfolio, and then rebalance their portfolio manually.
  - Brokerage option for adept investors who desire to perform advanced research and trading across hundreds of individual stocks and exchange-traded funds (ETFs).
- You manage all aspects of your HSA accounts, including your investments, from a single website.
- Real-time investment account opening, allowing funds to be transferred back and forth in real time.
- Fractional trading of a portion of a stock or an exchange-traded fund (ETF), rather than buying whole shares.
- Dashboard with user-friendly performance metrics.
- · High-Yield Interest Options are available.



### Expand your spending account dashboard and click on the Investment tab.





The first time that you log into the investment section you will need to activate your investment account. The page will show you your available amount to invest. If you choose to invest, click the Start Investing button to begin your investment journey and follow the necessary steps.





Investments

**HSA ACCOUNT** 



Hi welcome to your HSA investment experience!

There's no doubt your HSA is a great way to pay for current-year eligible medical expenses, but did you know it can also be used as a long-term investment vehicle? By investing your HSA, you give your money a chance to grow, maximizing opportunities to boost your savings and prepare for the future, including retirement.

Currently, you have \$11,575.33 available to invest.

Opening an investment account is simple. To take full advantage of all the long-term savings opportunities your HSA delivers, click the button below!

START INVESTING

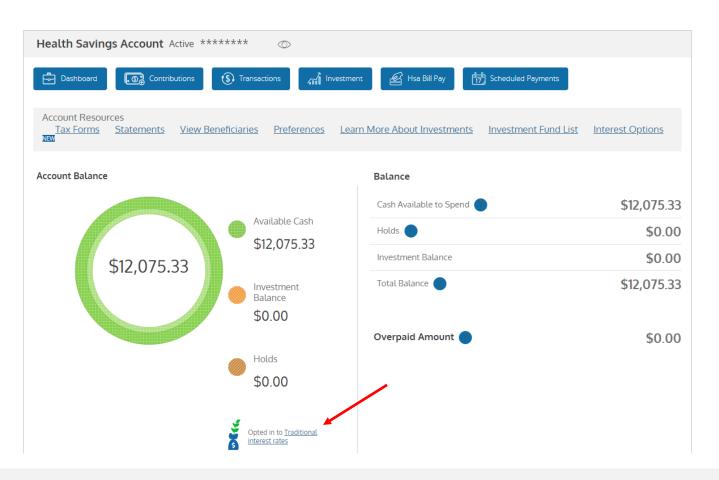






There are two interest options for your HSA fund balance: Traditional Interest and High-Yield Interest options. Your current selection can be viewed on the home page under your account balance. You can click on the link for additional information.



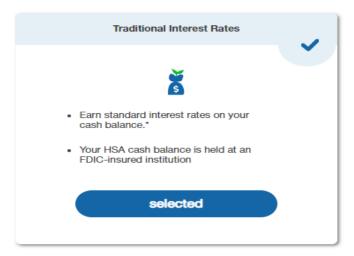


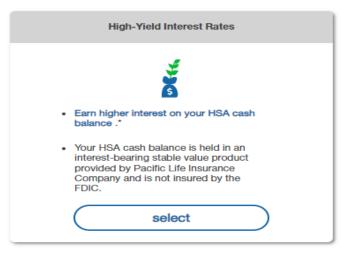


You will be redirected to a site listing the two options. You can click on the links to learn more information about each type. Once you have made your selection, click Confirm on the bottom of the page.

### **HSA Interest Options**

Choose which interest rates you want to apply to your Health Savings Account(HSA) cash balance: Traditional or High-Yield. Interest rates for both options are subject to change and can be viewed here: HSA Interest Rate Disclosure





This selection only impacts your HSA cash balance and does NOT impact your investment account (if you are enrolled in one).

#### Disclosure Agreements

Please review the disclosure agreements below:

- High-Yield HSA Supplement
- HSA Interest Rate Disclosure
- HSA Program Custodial Agreement

<sup>\*</sup>Interest rate changes are effective immediately and you can change your preferred interest option at any time.





With the high-yield HSA, interest rates are tiered based on the account balance, with higher account balances earning greater interest. Interest rates are evaluated periodically and are subject to change.

Current interest rates and tiers for the high-yield HSA and traditional options are:

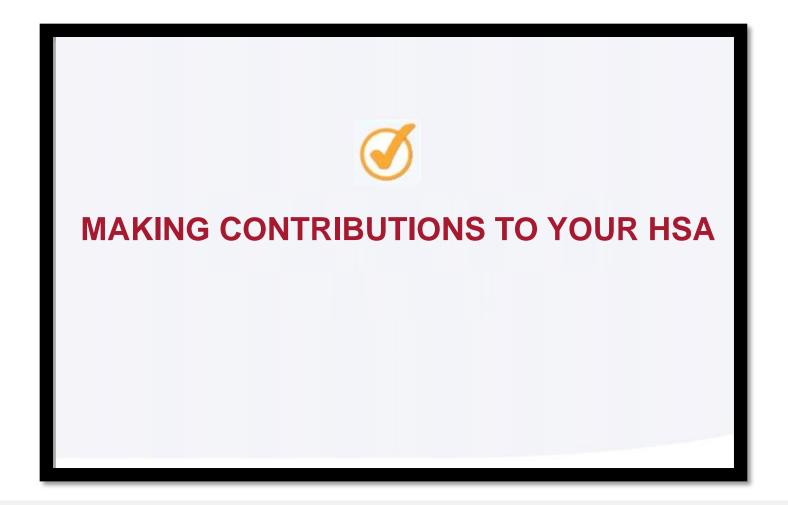
Account Balance	Interest Rate	Annual Percentage Yield
\$0.01 - \$1,999.99	0.15%	0.15%
\$2,000.00 - \$9,999.99	0.30%	0.15% - 0.27%
\$10,000.00 - \$24,999.99	0.60%	0.27% - 0.47%
\$25,000.00 or greater	1.00%	0.47% - 1.00%

Account Balance	Interest Rate	Annual Percentage Yield
\$0.01 - \$1,999.99	0.05%	0.05%
32,000.00 - \$9,999.99	0.10%	0.05% - 0.09%
10,000.00 - \$24,999.99	0.20%	0.09% - 0.16%
\$25,000.00 or greater	0.40%	0.16% - 0.40%

The permanent interest rate schedule can be found on the disclosure website here: https://www.wealthcaresaver.com/disclosures/

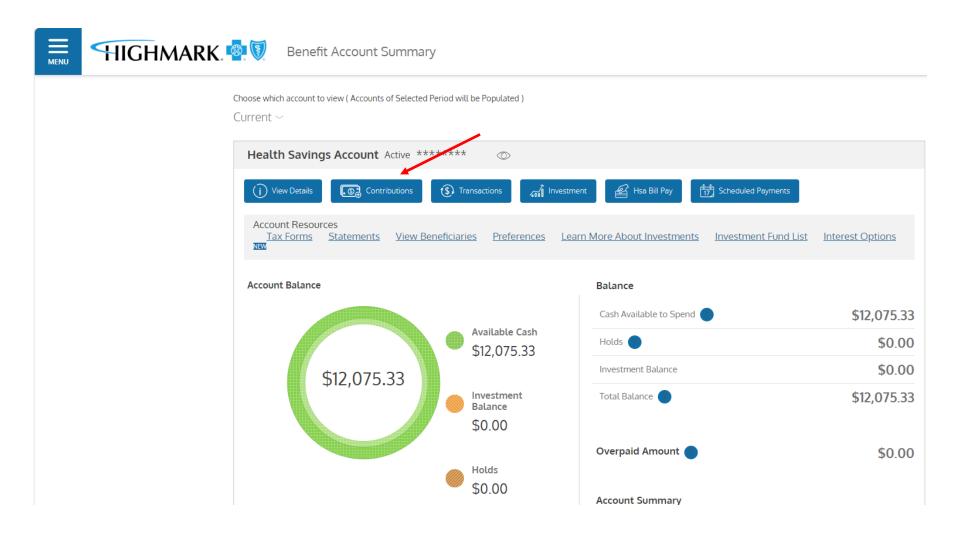


You may use this tab if you want to make additional contributions to your account other than payroll deductions. It is important to make sure that you will not exceed the annual maximum contribution level.



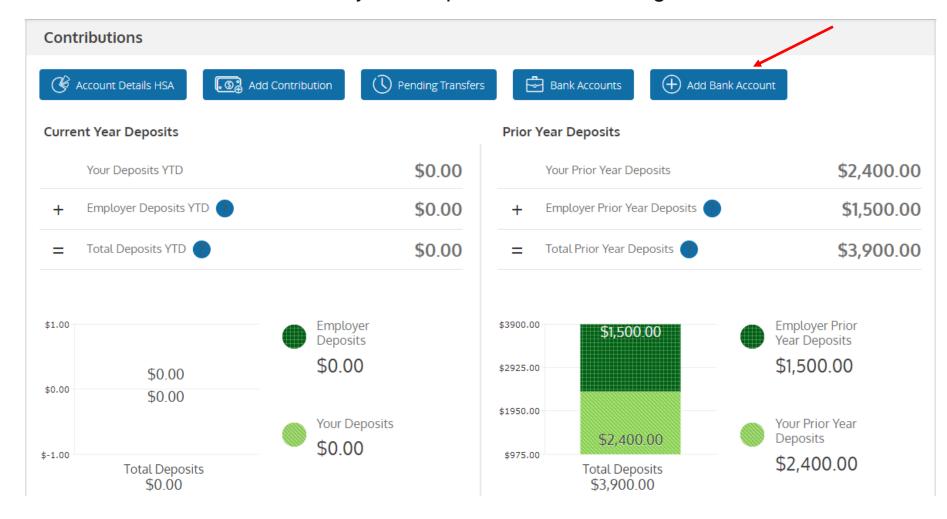


From the home screen, select the Contributions box at the top of the screen.





The next screen will list your contributions for the year. To make a contribution outside of your payroll deduction, you will first have to click on Add Bank Account. Once this is done, you can proceed with making a contribution.

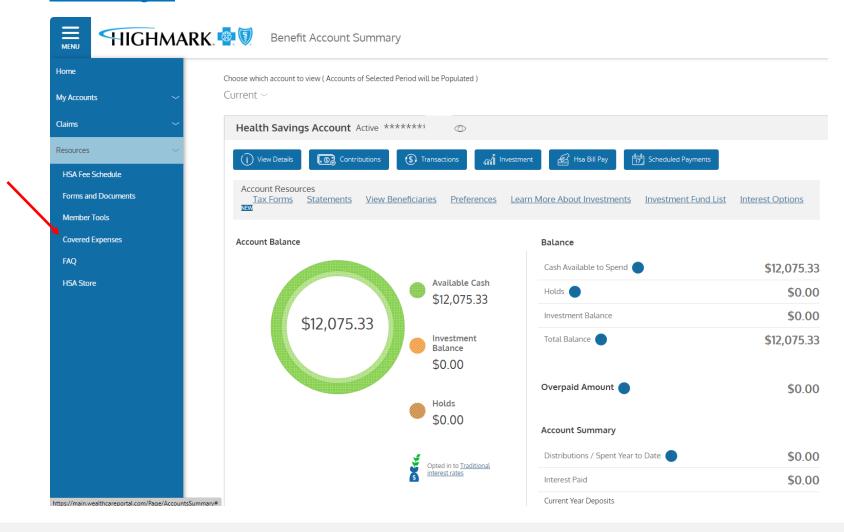






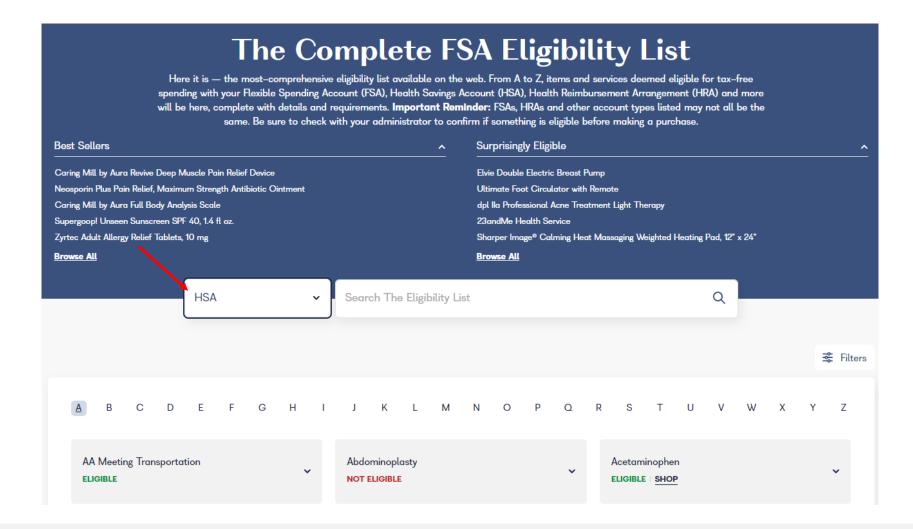


To see what expenses are covered as "qualifying expenses", click on Covered Expenses in the Resource tab or visit the IRS website at www.irs.gov.





The Covered Expenses link will take you to the below screen. Select HAS from the drop down menu to view covered expenses.





# THE RESCHINI GROUP

If you need assistance or have any questions regarding your benefit coverages or claims, please contact:

The Reschini Group
Customer Service Department
922 Philadelphia Street
Indiana, PA 15701
1-800-442-8047

Questions on the Health Plan Kris Cramer

kcramer@reschini.com

724-463-5946

