

Enrollment Easy as 1, 2, 3

1 The first step to enroll in an HSA is reading the Health Savings Accounts brochure. Pay special attention to Page 3 and 4 which details the difference between a Spender account and a Saver account. **YOU MUST CHOOSE ONE OR THE OTHER!**

To summarize, a Spender wants quick reimbursement for health care expenses taking advantage of pre-tax savings (25% to 50% of the amount). Your money is placed in the MetLife Guaranteed Fund (sales sheet inside this packet) and you are issued a debit card or you can request a check (arrives in 5 business days) or direct deposit into your checking or savings account (3 business days).

A Saver may also spend but they are interested in investing their money in Mutual Funds to maximize return on investment. Your money is placed in the MetLife Guaranteed Fund (sales sheet located in packet) and you have the ability to log into our secure website and make investment selections. Research tools are available online to help you determine what funds may be of interest to you. A prospectus of the funds is also available for downloading online. Distributions can be taken at any time via a Request for Disbursement Form.

In the first year 66% of participants sign up to be Spenders but as they rollover funds they become interested in other investment options and may switch to a Saver.

An important note is that disbursements do not need to be taken. You could pay for expenses and then reimburse yourself anytime in the future, even 20 years from now.

2 Step 2 involves filling out the Alliance Benefit Group Health Savings Account Enrollment Packet. The last page (front and back) needs to be completed by you. You may tear off that page and retain the first four pages for your records. Because your account is held in trust and remains with you, you will need to choose a beneficiary. You also need to elect between Spender or Saver. The monthly administration fee to be a Spender is \$4.50. The monthly administration fee to be a Saver is \$6.00. Check with your employer whether they are paying it or it is your responsibility. The last page has an optional section for direct deposit into your checking or savings account should you request a disbursement.

3 The final step depends on if you are a **Spender** or **Saver**. If you are a **Spender**, please review the information (in the Health Savings Account brochure) on page 4 and 5 on the use of the debit card. If you are a **Saver**, you will log into your account when you receive your welcome letter. You may immediately change your User Name and Password. Online you will be able to utilize Morningstar Research tools to review investment performance. You will be able to select funds that meet your investment needs. If you would like to talk to an investment advisor you may call Alliance Benefit Group at 866 254-6490 and talk to the HSA Department.