



## INVESTMENT TOOL KIT INSTRUCTIONS

### 1. What is the Investment Tool Kit?

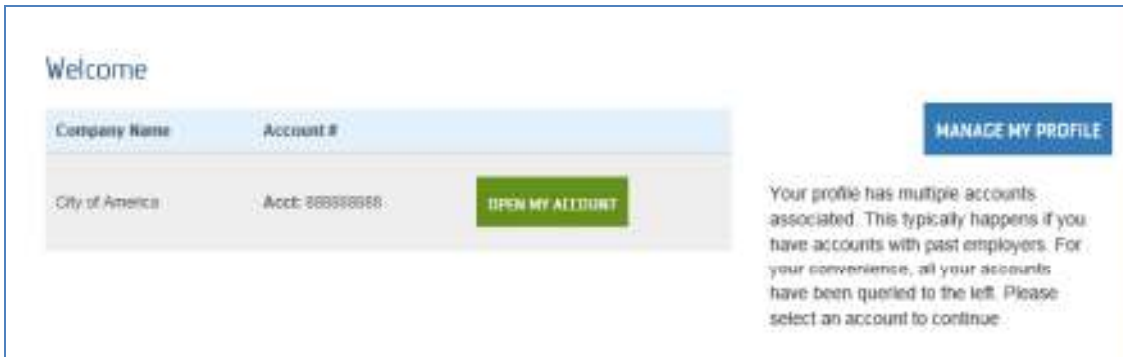
The assets in your Integrated Funded HRA (FHRA) Plan or Retiree Funded HRA (R-FHRA) Plan are invested in mutual fund(s) that have been pre-selected for the plan by the Plan Fiduciary. You may also have the option of moving money between available investments depending on the provisions of your plan.

### 2. Login

Visit [MyBenefitsPortal.tasconline.com](http://MyBenefitsPortal.tasconline.com). If you've already registered, enter your Username and Password, and click **Login**. If a first time user, click **New User** and complete registration.



At the Welcome page, click **Open My Account** to be directed to the Investment Portal.





### 3. The Home Page and Menu Have a New Look!

You will find the welcome page has new features, such as your current account balance near the top along with your current rate of return, a new area for notifications, easier navigation for your investment options, and easy one-click tasks. The menu bar is now located at the top of the page, removing the need to scroll down to find more menu options.



### 4. Managing Your Investments from the Welcome Page

If your plan allows you to move into different mutual funds, you will now have the ability to click Change Investment Elections or Realign Portfolio from the welcome page to take you to where you want to go.

New features also give you a quick view of your cumulative returns and your graphic balance history. Quick educational videos on planning, saving, and investment have also been added.





### 5. What is a Source and How Do I Know if I Have More Than One?

Your plan may be set up with two sources of assets: 1) for use during employment and/or 2) for use during retirement only. An account that can reimburse you during your working years is said to be **Claim Active** and is shown on our systems as an Integrated Funded HRA Plan (**I-FHRA or Integrated**) in the source designation. Accounts that are limited to reimbursement during retirement are said to be **Non-Claim Active** and are shown on our systems as a Retiree Funded HRA Plan (**R-FHRA or Retiree**) in the source designation.



### 6. How Do I Generate a Statement on Demand?

Annual Funded HRA Statements are mailed on an annual basis following the close of each plan year end. If you need an investment statement at any other time, simply go to Account Summary and select Statement on Demand. You can select any time period you would like, then click Generate. Statements can be saved as PDF or Excel to your own computer.

Statement on Demand

Generating a Statement

Please complete the form below to generate your Fidelity HRA Plan statement.

Select Date Range

From Date: 2/1/2009

To Date: 2/29/2016

Generate



## 7. 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 Account Summary, select Transaction Summary and 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 the Calendar to select a date and Click Update.

To get the details on each transaction, click the Detailed View button to the right above the transactions. To go back to Summary, click Show Summary View.



## 8. Where do I Change How My Contributions Are Invested?

Under Plan Services, select Investment Elections. If your plan has more than one source, you must change each source individually. Using the dropdown boxes, select a percentage for those investment elections in which you would like your future contributions to be invested. Please note, you will be unable to successfully submit your Investment Elections unless the new percentages equal 100%. Once you have a total of 100% under new percentages, click Submit Investment Elections.

**Select a Source**

Click on a source name from the list below to change your investment elections within that source.  
**PLEASE NOTE:** Investment Elections change future contributions only. Elections do not change your current investment balances. In order to change your investment balances you must click *Realign Portfolio* or *Transfer Funds* in the left-hand menu.

Source/Balance		
Integrated	\$5,185.94	<a href="#">Change Elections</a>
Roth	\$31,174.10	<a href="#">Change Elections</a>

You also have links to investments that will provide you with fund prospectus, fund fact sheet, and Morningstar fund information.

**Investment Elections :: Source - Integrated**

You can use this screen to change your investment elections at any time. Your new instructions typically become effective the next business day.  
**PLEASE NOTE:** Investment Elections change future contributions only. Elections do not change your current investment balances. In order to change your investment balances you must click *Realign Portfolio* or *Transfer Funds* in the left-hand menu.

Investment Name	Link	Current %	New %
VOYA FIXED GROUP ANNUITY		2%	0%
PRIME OBLIGATIONS/MONEY MARKET	<a href="#">Link</a>	2%	0%
STRATEGY CONSERVATIVE FUND (I)	<a href="#">Link</a>	5%	0%
STRATEGY BALANCED (I)	<a href="#">Link</a>	18%	0%
STRATEGY GROWTH FUND (I)	<a href="#">Link</a>	2%	0%
STRATEGY AGGRESSIVE GROWTH (I)	<a href="#">Link</a>	18%	0%
VANGUARD 161 RETIREMENT 2000	<a href="#">Link</a>	2%	0%
VANGUARD 161 RETIREMENT 2015	<a href="#">Link</a>	2%	0%
VANGUARD 161 RETIREMENT 2020	<a href="#">Link</a>	2%	0%
VANGUARD 161 RETIREMENT 2025	<a href="#">Link</a>	2%	0%



### 9. How Do I Change Where my Current 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 Plan Services, select Realign Portfolio. If your plan has more than one source, you must change each source individually.



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.



If you would like to transfer funds rather than realign, select Transfer Funds. If your plan has more than one source, you must change each source individually. 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.





Investment Tool Kit | Claims Tool Kit | Account Summary | Plan Services | Your Performance | Fund Information | Retiree Health Care | Reference

### Transfer Funds

Select a Source

Click on a source name from the list below to transfer investment balances within that source.  
**PLEASE NOTE:** Investment transfers change current fund balances only. Future contribution elections are not affected. If you would like to change your future investment elections click Investment Elections in the left-hand menu.

Source/Balance

Integrated	\$1,993.04	Transfer
Balance	\$41,576.19	Transfer

Investment Tool Kit | Claims Tool Kit | Account Summary | Plan Services | Your Performance | Fund Information | Retiree Health Care | Reference

### Transfer Funds

#### Transfer ::: Source - Integrated

- Select a transfer type from the list below...
- Select a fund to transfer money...
- Enter the amount/percent you would like to transfer...

Transfer Type

Dollar to Dollar

Percent to Percent

Funds/Balances

Investment Name	Balance
STRATEGY CONSERVATIVE FUND (I)	\$160.04
STRATEGY BALANCED (I)	\$308.18
	\$151.06

## 10. How Do I Know if My Request Has Been Received?

Under Account Summary, select Activity Summary. Any pending activity will be present here. Should you wish to cancel any transaction in pending status, click Cancel. You will also see at the top right corner of your screen: Pending Activity in red. If you click on it, it will automatically bring you to the Activity Summary screen.

Investment Tool Kit | Claims Tool Kit | Account Summary | Plan Services | Your Performance | Fund Information | Retiree Health Care | Reference

### 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

Cancel	Transaction Status	Transaction Type	Transaction Amount	Request Date	Confirmation Number



### 11. How Do I Know if My Request Has Been Processed?

Under Account Summary, select Investment Summary. Your new Investment Elections will be present. In addition, a confirmation letter will be mailed to your home address the following business day after your request has been processed.

### 12. Where Can I Find Fund Information?

Throughout the Investment Tool Kit, each time you see a fund that is underlined, you may click on the fund to view current fund performance. To view more detailed fund information, go to Account Summary and select Investment Summary. Under Links, click the individual buttons for further information.

Investment Name	LINK	AMOUNT	Election Percent	Portfolio Percent	Shares	Share Price	CAD Rate	Ticker Symbol	Class
<a href="#">STRATEGY CONSERVATIVE FUND (I)</a>		\$280.04	5%	5.00%	14,2430	\$20.71	\$170.22	PSYX	LIFECYCLE FUND
<a href="#">STRATEGY BALANCED (I)</a>		\$205.76	10%	9.04%	32,6520	\$6.31	\$351.21	PSBY	LIFECYCLE FUND
<a href="#">STRATEGY GROWTH FUND (I)</a>		\$151.06	5%	4.78%	15,9480	\$23.85	\$161.99	PSGY	LIFECYCLE FUND
<a href="#">STRATEGY AGGRESSIVE GROWTH (I)</a>		\$201.76	10%	9.54%	25,5200	\$12.54	\$299.61	PSAY	LIFECYCLE FUND
<a href="#">VANGUARD TOT RETIREMENT 2000</a>		\$1,306.17	70%	48.82%	37,4480	\$28.88	\$1,754.97	VPRK	ASSET ALLOCATION





### 13. How Do I Access My Annual FHRA Statement?

If you have a validated email address on file, you will receive an email when your annual Funded HRA statement is ready to be viewed online. If you do not have a validated email address on file, you will receive a paper copy of your annual FHRA statement. Regardless whether you have a validated email address on file or if you are receiving a paper copy of your annual FHRA statement, your statement will be available online to view.



### 14. How Do I Access Information About Claims?

Under Claims Tool Kit, you have several options. You can select Manage Claims to be redirected to your Claims Tool Kit, upload your receipts securely, view a comprehensive listing of eligible expenses, or search forms to download. Refer to the Online Claim Filing Instructions for details.



For claims submission, please see document entitled Step-By-Step Instructions for Online Claim Filing and Secure Receipt Upload. You can find this document by clicking on Manage Claims. It will be located in the Forms section.