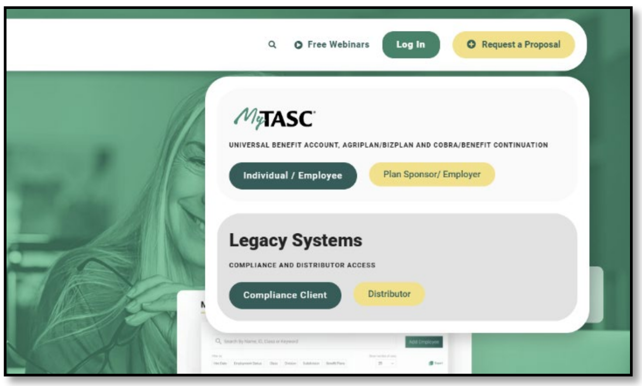
INVESTMENT TOOLKIT

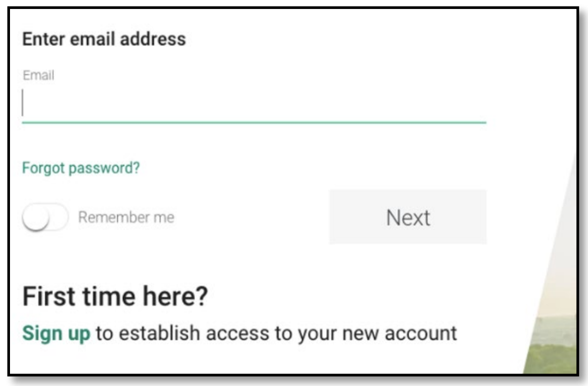
What is the Investment Toolkit?

The assets in your investment-related benefit account (Health Savings Account (HSA) or Funded Health Reimbursement Arrangement (FHRA)) 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 to MyTASC?

Go to www.tasconline.com and click the **Log In** button on the menu bar, then click the **Individual / Employee** option below the MyTASC logo. This will take you to the page where you will sign in to MyTASC. Before you can sign in for the first time, you must complete a few sign-up steps. 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.



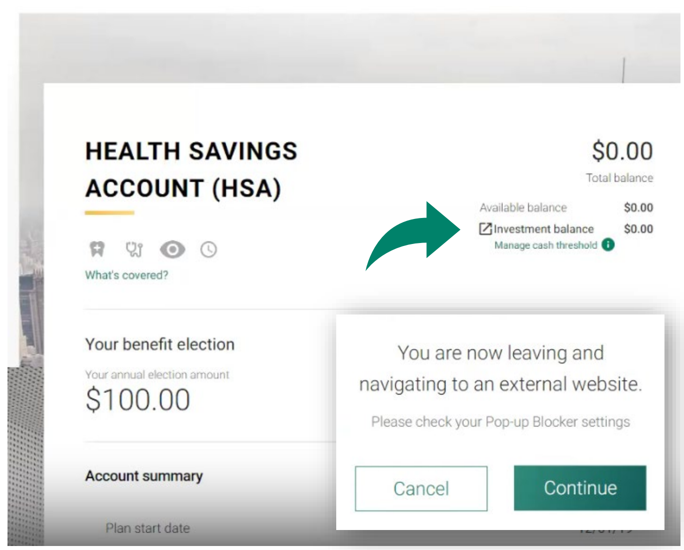


Once you have selected your investments in SRT, your contributions will automatically be split between your Cash Account and your Investment Account, based on your Cash Threshold. Any Cash Account balance that exceeds the threshold (which defaults to the minimum of $2,000) will be transferred automatically into your Investment Account and allocated towards your investments.

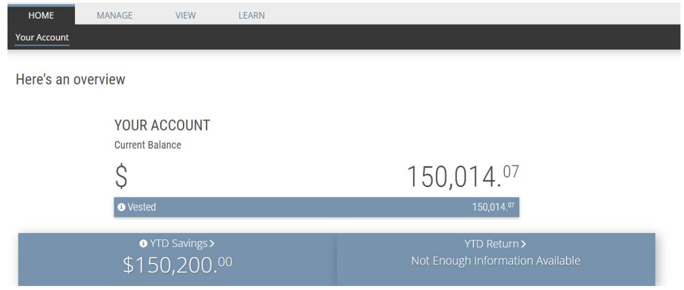
How do I access my investment balance?

For enhanced security, TASC 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.

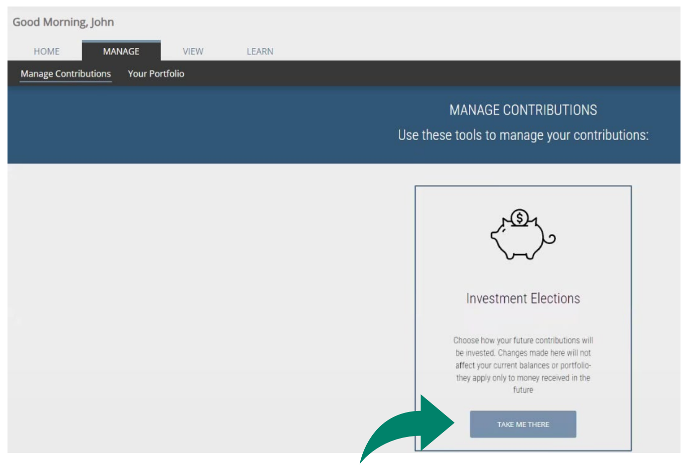
You will see a warning stating that you are navigating to an external website. Click *Continue* to proceed.



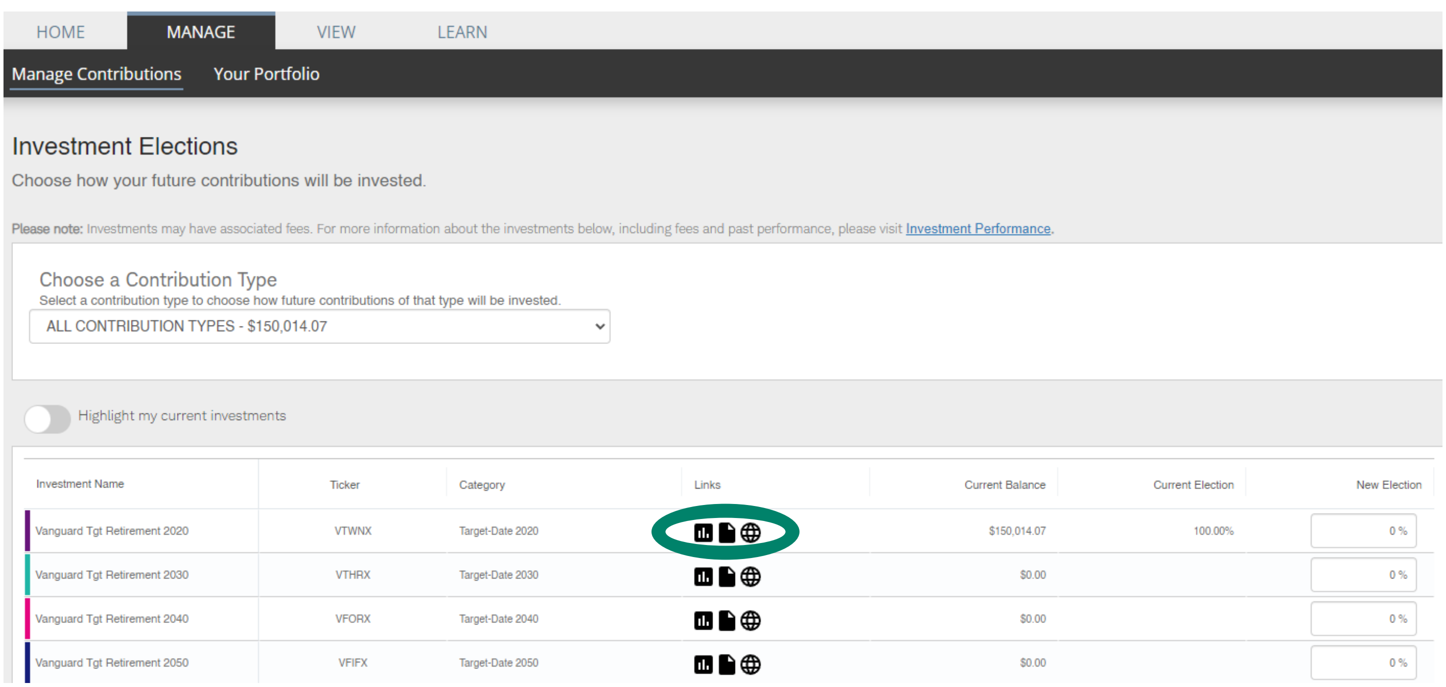
How do I set up my investments for the first time?
This will take you from your TASC benefit account to the SRT investment portal. You will see your *Home* screen first.



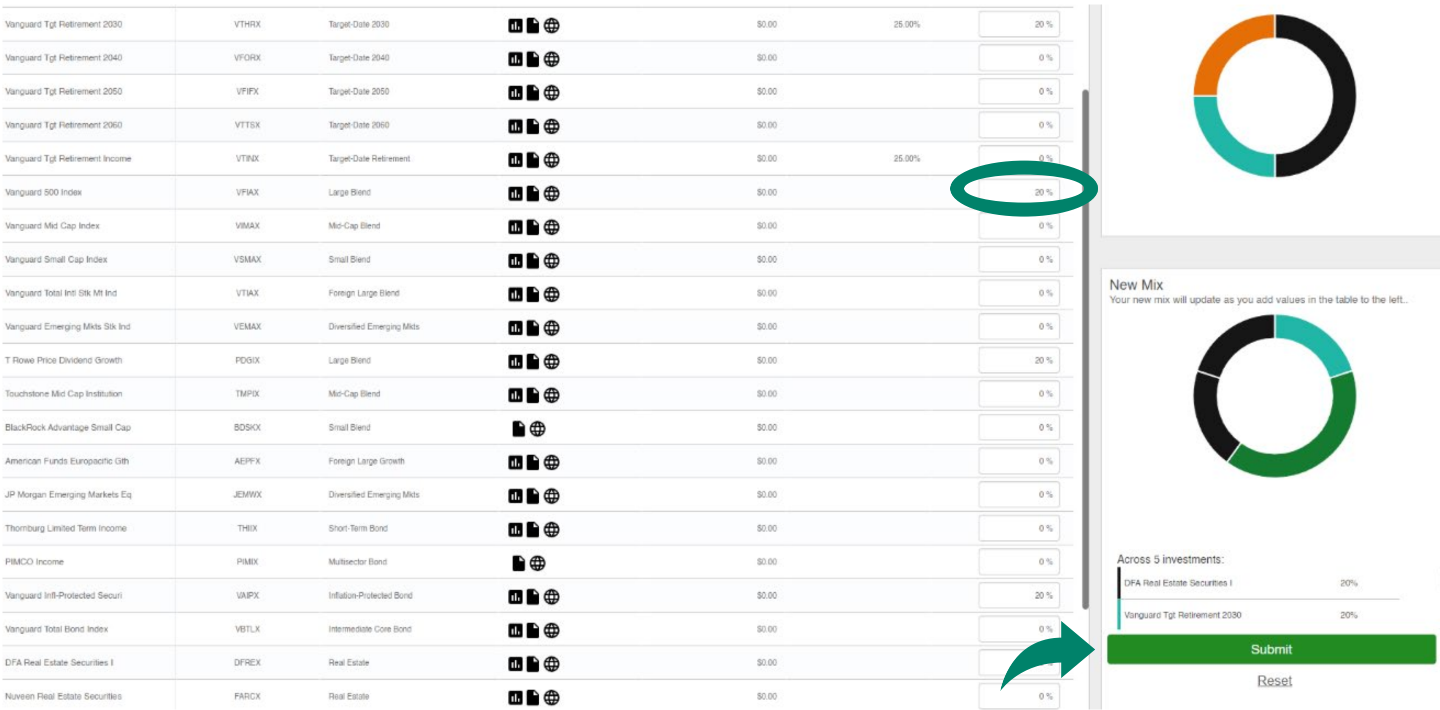
Click the *Manage* tab and then *Manage Contributions*, then hover over the *Investment Elections* tile and click on *Take Me There*.



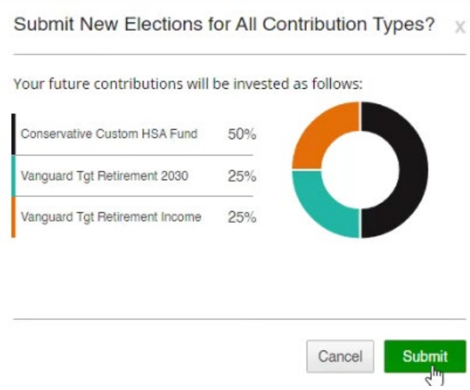
Educate yourself about available funds. Click the icons under the *Links* heading to view a *Prospectus*, view a *Fund Fact Sheet*, or visit the *Fund Website* for any of the available funds listed.



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*.



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



Where do I change how my contributions are invested?

In MyTASC, you can set your Cash Threshold by clicking *Manage Cash Threshold* and entering an amount of at least $2,000. When your Cash Account balance exceeds that threshold, any excess funds will be transferred automatically into your Investment Account. (Should your Cash Account balance fall below your Cash Threshold, TASC will automatically sell off investments equal to the amount needed to bring your Cash Account balance back up to your Cash Threshold.)

In SRT, 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%.

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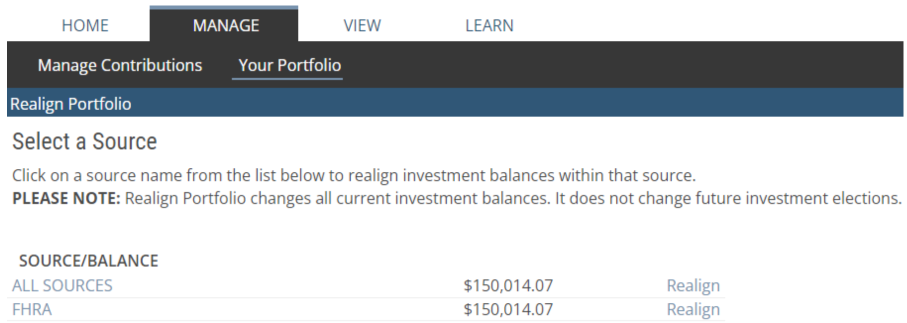
How do I change where my balance is invested?

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.

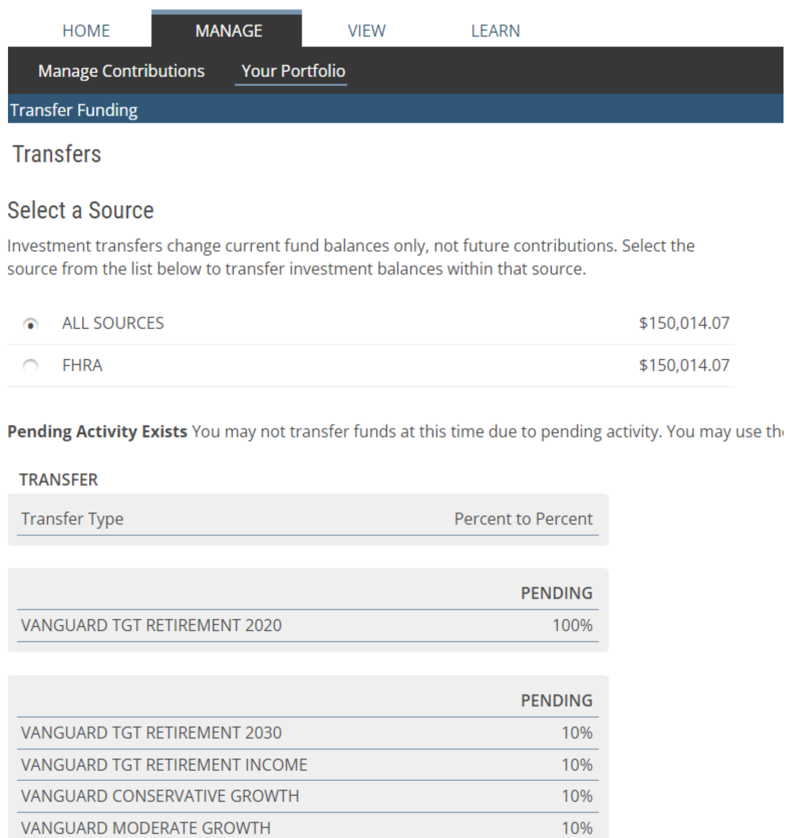
Click *Realign* to the right of your source. Under *Current %*, you will see what percentage of your current balance is in each fund. Under *New %*, you will select the percentage of your current balance that you want in each fund.



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

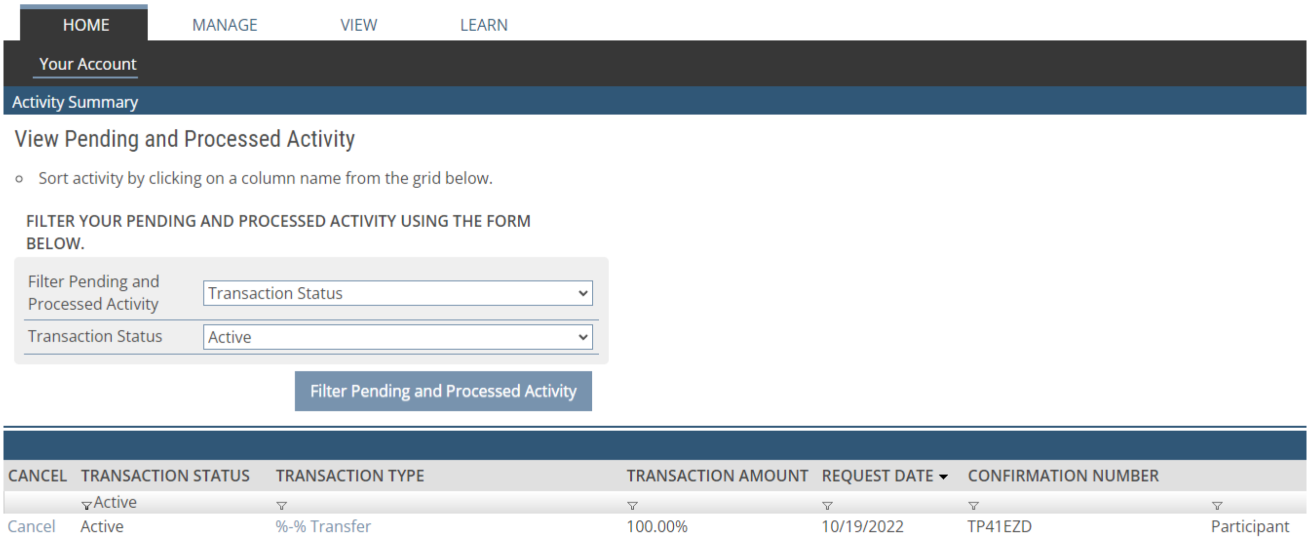
Again, you have the option to transfer all your sources, or you can transfer by source. Click *Transfer* to the right of your source. You must select a *Transfer Type*, *Dollar to Dollar*, or *Percent to Percent*. Select your investment. The amount or percent that is available to transfer out of the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



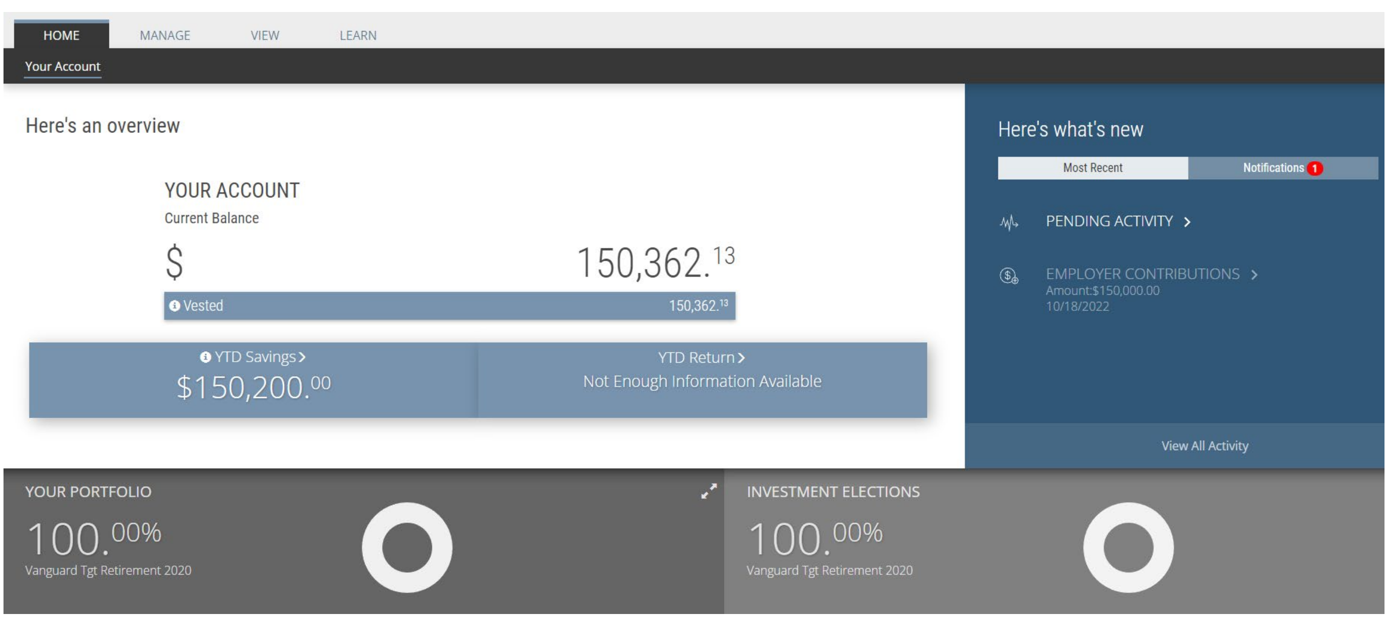
How do I know if my request was received?

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*.



How do I know if my request has been processed?

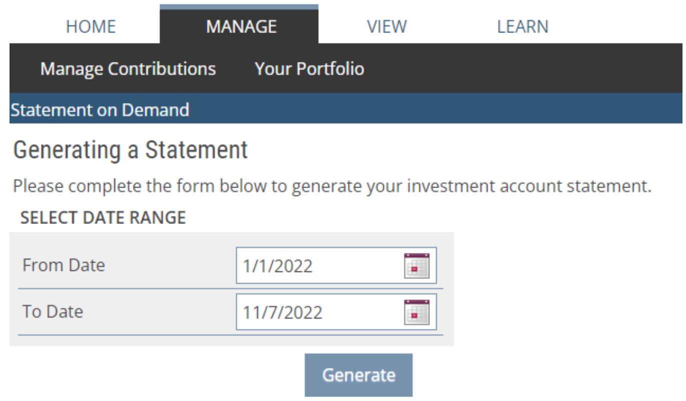
On the home page, you can see your new investment elections and or investment allocation. Please note, investment election changes are an overnight process and realignments/transfers may take up to three days to process. For more detail, under *Home/Your Account* page, click *Your Portfolio* toward the 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.



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.

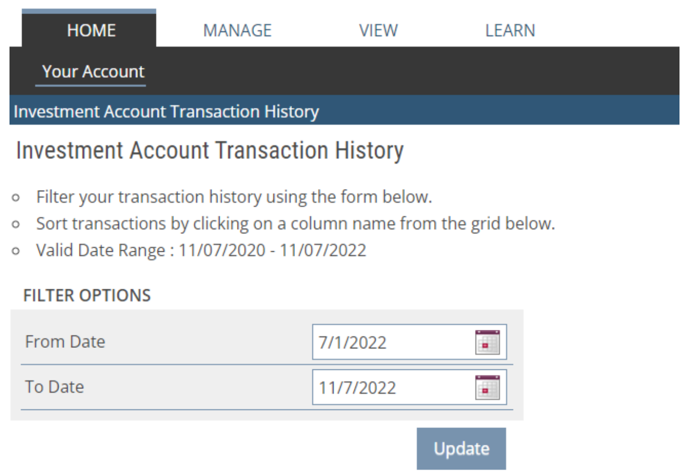
If you need an investment statement at any other time, under *View*, click *Performance & Statements*, then click on *Statement on Demand*. Select the time period, then click *Generate*. Statements can be saved in PDF or Excel format to your computer.



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/yyy) or click on the calendar to select a date, then click *Update*.



Let’s look at an example.

Your Cash Threshold is set to $2,000 in MyTASC and you have selected your investments in SRT. You have made contributions equal to your Cash Threshold of $2,000 and you make a new contribution of $200, bringing your Cash Account balance to $2,200. $200 is then transferred automatically into your Investment Account and allocated towards your fund selections based on the percentages you set:

- Vanguard Tgt. Retirement 2030 +$40 (20%)
- Vanguard 500 Index +$40 (20%)
- T Rowe Price Dividend Growth +$40 (20%)
- Vanguard Infl. Protected Securi. +$40 (20%)
- DFA Real Estate Securities I +$40 (20%)

You have $2,000 in cash and $200 invested. Later, you have a $100 expense, which is applied to your Cash Account balance. At that time, TASC will sell $100 from your investments—based on the percentages you allocated, $20 from each of the five funds—and automatically move the $100 to replenish your Cash Account balance back to $2,000.

Questions?

Contact us at 608-241-1900 or call toll-free 800-422-4661 or submit a support request through your online account.