

## Portfolio Online

For those who have the investment option, you will now access your account through Portfolio Online. To login to the self-directed trading platform, click on the "Portfolio Online" button found at [www.hsa-manager.com](http://www.hsa-manager.com).



You may also access Portfolio Online once you login to My HSA Manager. Click on the "Go to My Investments Account" in the "My Account Balances" section.

The first time you login, you will be asked to go through the enrollment process:

- 1) Enter your Access ID and Initial Password:

Access ID:	Provided in Welcome Letter
Initial Password:	Last 4-digits of your SSN

- 2) After your initial entry of your Access ID and password, you will be required to go through a short set-up process for security purposes.
- 3) This set-up process involves selecting a picture, a phrase and answering 4 questions which may be needed to authenticate your access into the system upon future logins.
- 4) During the set up process you will be given the opportunity to register your computer. If you choose this option you will be able to reset your password if you forget it. Please read your options carefully before making this choice.
- 5) You will then be able to assign a new password for your ID. The password must fall within the following guidelines:
  - must be at least 8 characters and up to 12 characters long
  - must contain both alpha and numeric characters
  - cannot contain the same character repeated consecutively more than two times
  - cannot be the same as the Access ID
  - the password is case sensitive

Once your password has been changed, the next time you login you will need to use the new password you created. The initial password mentioned above will no longer be valid. We recommend you change your password every 90 days. Due to security reasons, Millennium employees do not have access to your unique password.