

New Option Inviting Employees to Sign Up for *my-benefits*® or Update Profile

Figure 1

Your employees' access to *my-benefits* is an important feature of your group plan. It affords them the ability to conveniently keep their information up to date, access their booklets, view important plan information, and submit claims anytime, anywhere.

We are pleased to announce the addition of a new function in *my-benefits.ca*, allowing Plan Administrators to invite employees to sign up for *my-benefits*.

Click on the new *Sign Up Invitation & Profile Review* function in the *my-benefits.ca* side menu (figure 1). You can use this page to send an email to individual employees, or groups of employees, inviting them to sign up for *my-benefits* or, if they are already registered, reminding them to review their profile information for accuracy. Information about the *my-benefits* Sign Up Invitation & Profile Review can be found by clicking on the information icon (figure 2).

A list of employees on your plan, and their emails, will be displayed, along with an indication as to whether they have signed up for *my-benefits*. If an employee doesn't have an email address, or it's incorrect, you can update their certificate to amend or include one by selecting the button to the right of the employee's information (figure 3). The system will display the date the invitation was sent, to the left of the certificate number (figure 4).

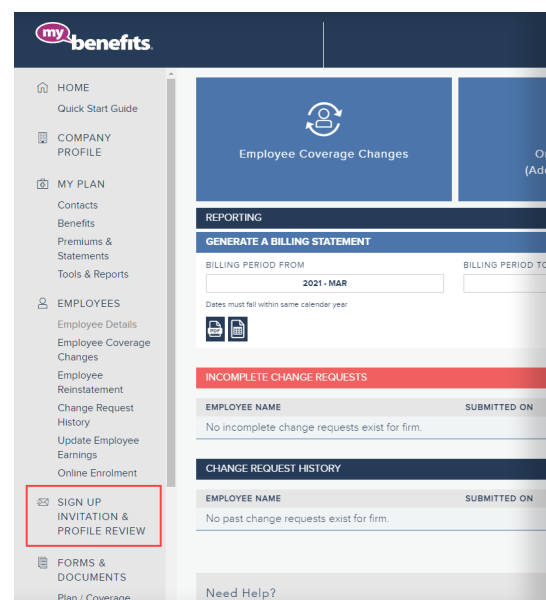


Figure 2







<input type="checkbox"/>	CHAMPIGNY, BENOIT	demo@test.com	✓	6186605637	2006-02-01	
<input type="checkbox"/>	CHARTRAND, JERRY		✗	6186604485	2020-03-03	
<input type="checkbox"/>	CORMIER FITZ-MORRIS, BRETT	demo@test.com	✓	6186603495	2019-02-07	
<input type="checkbox"/>	GAUTHIER, NIGEL	demo@test.com	✓	6186608181	2013-02-01	

Figure 3

<input type="checkbox"/> ALL EMPLOYEES	EMAIL	ON MY-BENEFITS	INVITATION SENT	CERTIFICATE #	EFFECTIVE DATE	TERMINATION DATE
<input type="checkbox"/>	ASSAM, BRYAN	demo@test.com	✓	6186607878	2009-03-08	
<input type="checkbox"/>	BALZ, TAREK	demo@test.com	✓	6186605638	2006-02-01	2021-06-14
<input type="checkbox"/>	BARBUTO, ASHLEY	demo@test.com	✓	6186606379	2008-10-01	
<input type="checkbox"/>	BASTA, RIZZA	demo@test.com	✓	6186602433	2021-01-22	
<input type="checkbox"/>	BRASSARD, EMILY	demo@test.com	✓	6186609291	2020-11-30	
<input type="checkbox"/>	BRUNEAU, DARLENE	demo@test.com	✓	6186607704	2019-11-21	
<input type="checkbox"/>	CAPASSO, LEIZA	demo@test.com	✓	6186605729	2006-02-01	

Figure 4

Continued...

After the Employee Receives the Email Invitation

When the employee receives their email invitation, it will include a link to the sign-up page where they can register for *my-benefits*. Once the employee has registered, they can sign in to input/update their security questions, email address, and user id. When all information is complete, **the employee must click on *Review Completed*** (figure 5) to confirm, and they will then be taken to the *my-benefits* landing page. Changes made by employees will be reflected in the information you see when accessing *my-benefits* for Plan Administrators.

Figure 5

The screenshot shows a user profile page. At the top, it says 'COVERAGE COORDINATED WITH OTHER BENEFIT PROVIDER(S)' with 'Health - No' and 'Dental - No' below it. Below this is a table with headers: 'DIRECT DEPOSIT OF CLAIMS PAYMENTS', 'BRANCH NO', 'BANK NUMBER', and 'ACCOUNT NUMBER'. The first row shows 'No' under the first header. At the bottom right, there is a blue button labeled 'REVIEW COMPLETED' which is circled in yellow. The footer contains links for 'Need Help?', 'USEFUL LINKS' (Update Your Profile, View Your Claims History), 'AVAILABLE ON' (App Store, Google Play), and 'ADMINISTERED BY: JOHNSTON GROUP INC. © 2017 JOHNSTON GROUP INC. ALL RIGHTS RESERVED'. There is also a circular icon with a question mark in the bottom right corner.

TIP: The employee must click on *Review Completed* (even if no changes are made), in order to view other parts of the site.

Beneficiaries

If the employee has not named a beneficiary, they can add one through an e-signature process, which they can initiate by clicking on the edit icon.

If there is a beneficiary named (even if it is listed as "Estate"), the field will not be accessible, and the employee will need to submit a paper form, signed in ink, to request a change. They can click on *Beneficiary Change Form* to access a PDF they must print, complete, and submit to our office.

TIP: Employees can access their profile information by selecting the icon in the top right corner, returning them to the *Profile* page to make any necessary changes.

We're here to help! If you need additional support, click on the '? Contact' icon for our Help Centre contact information.