

# ONLINE PLAN MEMBER ENROLMENT

## GROUP BENEFITS ENROLMENT MADE EASY

The benefits enrolment period can be overwhelming – for both you and your employees. It's challenging to ensure plan members complete the necessary paperwork before the enrolment deadline, and time consuming to manually load new members.

That's why we've developed a secure, online plan member enrolment experience. Available at no additional cost for both traditional and myFlex groups, our Online Plan Member Enrolment tool offers a more secure and efficient alternative to traditional paper enrolment.

The Online Plan Member Enrolment tool simplifies the onboarding process for both Plan Administrators and Plan Members:

### The user-friendly interface allows Plan Members to:

- Enrol in their benefits plan in just minutes from their computer or mobile device;
- Easily enter all their enrolment information, including dependent details, banking information for direct deposit of claim payments and details for coordination of benefits; and
- Designate their beneficiary electronically.

### The online tool lessens the effort required for Plan Administrators by:

- Eliminating the need to manage paper forms;
- Reducing errors and rework that can occur due to spelling mistakes or missing information on paper forms; and
- Sending automatic reminders to plan members when the enrolment period expires, resulting in fewer late applicants.

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### How it works:

Once you provide basic employment details, our system automatically sends an email to each plan member, inviting them to enrol in their benefits program.

The Online Plan Member Enrolment tool reminds users when the enrolment period expires. So, the days of chasing plan members for their paper enrolment forms are gone – it will all be done automatically.

**Spend less time administering group benefits. Contact your advisor to learn more about how Online Plan Member Enrolment can help simplify benefits plan enrolment.**

