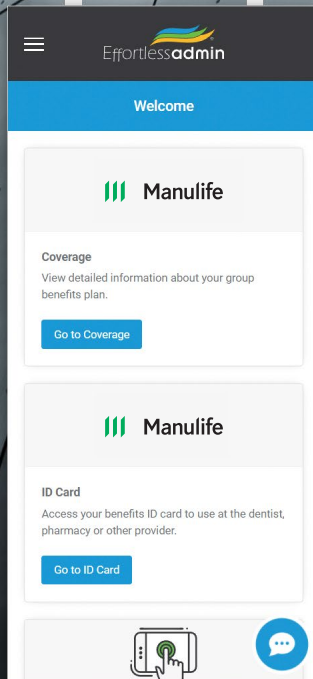


Your Group Benefits Enrollment

Welcome to your employee group benefits self-service enrollment. This document is a step-by-step guide designed to provide you with an overview of the enrollment process.



Required Information

You will be asked to provide the following information during your enrollment, so be sure to have it handy:

- Home address and contact information
- Family members (spouse and children)
- Beneficiary designation
- Alternate policy information for coordination/exemption of health/dental (optional)

Digital

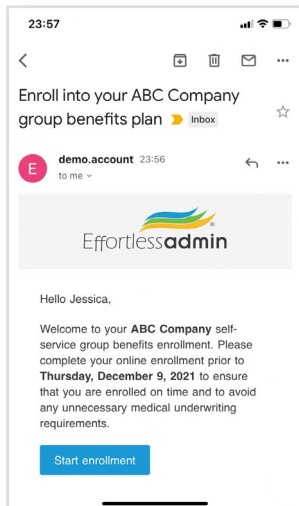
Your enrollment can be completed on a desktop computer, tablet or mobile device. You will be asked to provide an e-signature to complete the process. There is no need to print, sign, or return paper forms.

Support

The enrollment wizard is designed to easily guide you step-by-step through the process. Should you have any questions during the enrollment process, you can contact Effortless Admin via Live Chat right from your enrollment. Visit www.effortlessadmin.com/contact for more ways to get in touch.

Next: **Enrollment Invitation** →

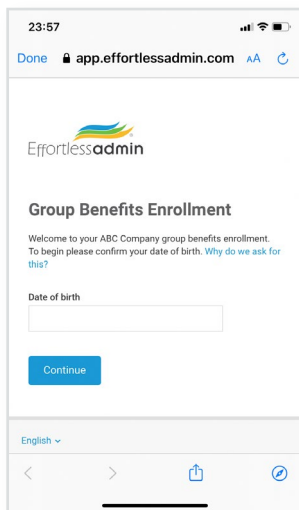
Enrollment Invitation & Login



Invitation Email

You will receive an email from **no-reply@effortlessadmin.com** inviting you to complete your group benefits enrollment online. This email contains a unique link that you must follow to access your enrollment.

If you do not receive an invitation email, please check your junk/promotions folder. If the email is not in your junk folder, please contact your plan administrator for a new invitation.



Login

To access your enrollment, you must confirm your identity using your date of birth.

Once you have successfully signed in, please review and complete each step of the enrollment wizard in turn. The information you enter is saved as you go. This allows you to leave the enrollment process at any time and return right where you left off.

If your date of birth is not accepted, please contact your plan administrator to ensure that it has been set correctly.

Next: **Enrollment Steps** →

Steps & Completion

Step: Personal & Contact Information

Review your information on the personal step and provide your contact details on the contact information step.

Step: Family Members

Enter all of your eligible dependents (spouse and children), if any.

Step: Beneficiaries

Enter the beneficiaries you wish to receive policy proceeds in the event of an eligible claim. You must provide at least one primary beneficiary.

Step: Alternate Coverage (Optional)

Optionally, you may coordinate your new benefits with another plan you are covered by, or opt-out of your health/dental benefits because of coverage you have elsewhere. You must provide proof of alternate coverage.

Step: Submit

You are ready to submit once you have provided all information required by the wizard. Once submitted, you will be invited to e-sign your group benefits enrollment form. You will also receive an email invitation to e-sign should you need to complete the process at a later time.

Step: E-Signature

You will be invited to e-sign through **OneSpan**. Review your enrollment form and click on the signature box on the last page to add your signature.

✓ **Congratulations, you have completed your enrollment!**

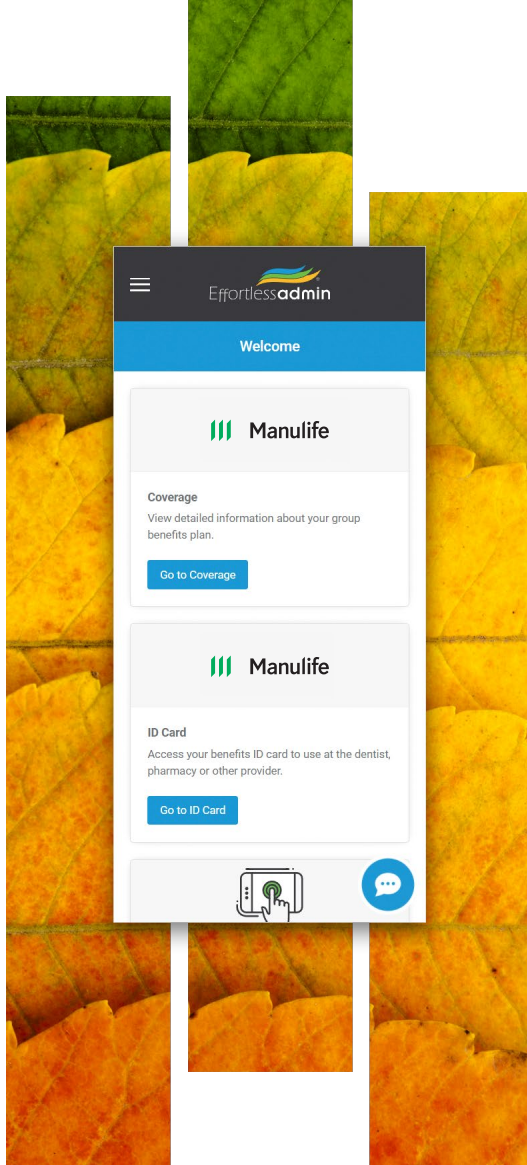
If you notice an issue on your enrollment form that is not related to your beneficiary designation, you can still sign your form and correct your information with your plan administrator later.


In the coming days you will receive an email inviting you to register for the Effortless Admin plan member site, where you can update your personal information, access details about your benefits plan and jump over to Manulife to start submitting claims.


Next: **Roles & Responsibilities** →

Roles & Responsibilities

Welcome to your employee group benefits self-service enrollment. This document is a step-by-step guide designed to provide you with an overview of the enrollment process.



	<ul style="list-style-type: none">✓ Claims submission✓ Claims inquiries✓ Online claims access✓ Coverage inquiries
--	--

	<ul style="list-style-type: none">✓ Enrollment✓ Update Personal Information✓ Online coverage access
--	---