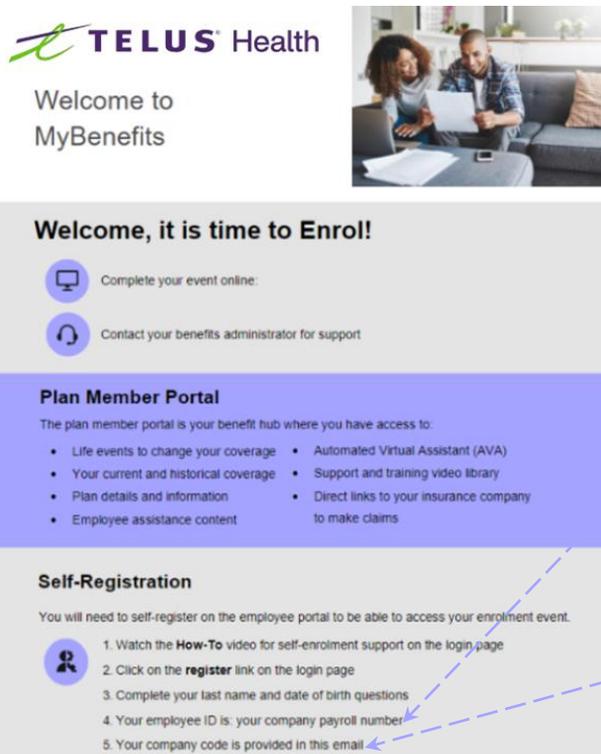


# TELUS<sup>®</sup> Health How to Enroll

## Welcome to your benefits plan

Below is a sample of the email you should have received welcoming you to your benefits plan. Please read the message thoroughly to ensure you fully understand the steps to enrolling in your new benefits plan. Below are some key areas with information you will require to get started.



## Important information

In order to protect your privacy you will be asked for several pieces of information about yourself to register on the MyBenefits site. You will require your Last Name, Date of Birth, Employee ID and Company Code. Your employee ID and Company Code can be found within the email. The Last Name and Date of Birth are intentionally excluded to help verify your identity.

### Step 1 : Your Employee ID

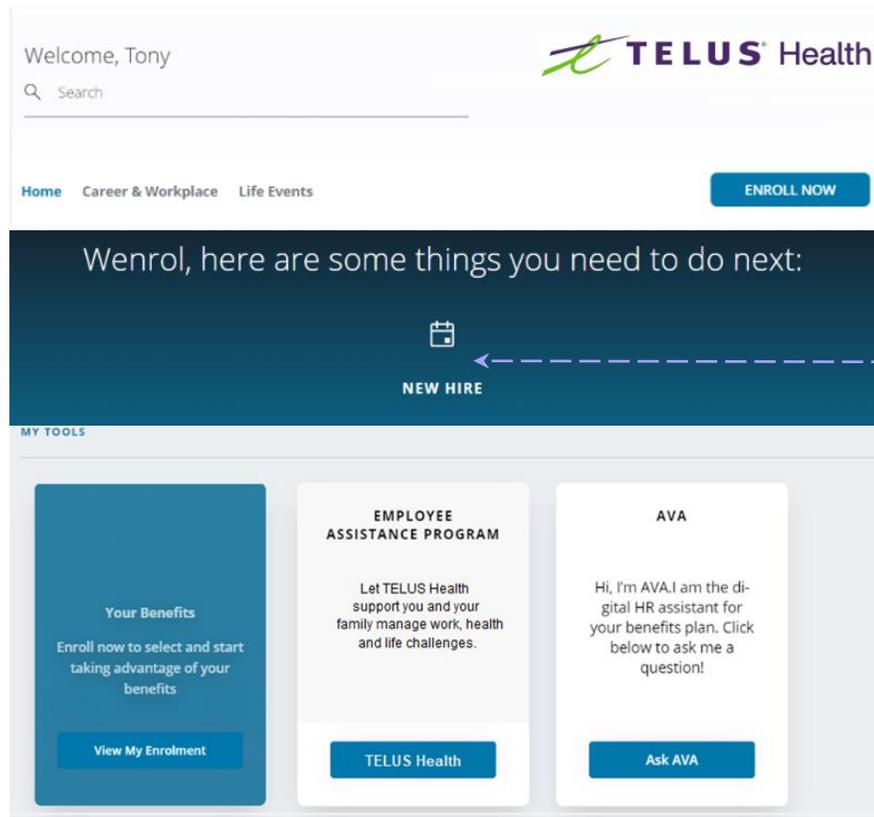
Your Employee ID which is used to access the site is typically your payroll number which can be found on your pay slip. However, the email sent to you will include this information in bullet 4 under the Self-Registration section.

### Step 2 : Your Company Code

The Company Code you require is an abbreviated character identifier used to reference your employer on the system. This will be provided on bullet 5 under the Self-Registration section.

## Knowing how to enroll

Below is a screenshot of your MyBenefits homepage. You will need to enroll in your benefits plan by following the instructions below.



### Step ① : Complete your benefits enrollment

Click on the “New Hire” icon in the blue banner. This banner highlights actions that you are required to complete before they expire. In this case you will be completing your first enrollment in the plan and will follow a three step process.

The three step process will ask you to add your family members covered under the benefits plan, select your benefits coverage, and confirm the beneficiaries of your benefits like life or accidental death and dismemberment benefits.

If you start enrolling in your benefits plan and fail to complete the three steps fully you will be able to re-enter the New Hire event at a later time to complete it. Please note that when you leave the New Hire event incomplete you will need to re-enter it at the earliest possible date and complete it. If you do not, the New Hire event may expire and future coverage may be impacted.

Please note that **Enroll Now** button is for reporting future changes in your benefits coverage like adding new dependents. It is not used for enrolling in your benefits plan for the first time.

# TELUS<sup>®</sup> Health Adding Family



MyBenefits

Click here



Family



Benefit Selections



Beneficiaries



Complete your enrollment



## Step 1 : Adding Dependents

Click on the “Add Family Member” button above your information on the screen. This will allow you to enter your dependents and have them covered by your benefits plan.

Enter each dependents details including first, middle, and last names. Select their relationship to you (child, spouse, or common-law). Select their gender and date of birth.

If your dependent’s date of birth is between the age where they would be considered an overage dependent, a new drop down box will appear for you to confirm their student status. Confirming your dependent is in full-time education will allow them to be included in benefits coverage.

Family Member

First name  
Test

Middle name

Last name  
Test Last Name

Relationship  
Child

Gender  
Female

Date of Birth  
11/01/2000

Currently a full time student?

Cancel Save

1

New hire - November 11, 2022

### Family

Please review your family members currently on file. You may add, update or remove family members if the information displayed is not accurate. Family members must be listed below in order to be eligible for medical and/or dental coverage.

+ Add Family Member

Wenrol Test

Relationship: D.O.B  
Myself: Mar 15, 1982

[View Details](#)

Your employer has provided us your information for your benefit enrollment.

2

Family Member

Full name	Tony Parity
Employee ID	11085
Date of Hire	Jan 1, 2020
Benefit Earnings	\$65,000.00
Date of Birth	Dec 1, 1980
Gender	Male
Language	English
Address ?	1234 Parity Avenue Parity BC V5G 5G6 Canada
Email Address	Tony@parity.com

## Step 2 : Checking your details

Click on the “View Details” link in the box where your details are displayed. Please confirm that your personal details are correct. If there are details which need correcting please reach out to your benefits administrator to have them corrected.



New hire - November 11, 2022

## Benefit Selections

Basic Coverage Life Planning Benefits Disability Coverage

Health and Dental

Extended Health

\$0 per pay

Option Covered

Employee Category

Update

Dental Care

\$0 per pay

Option Covered

Employee Category

Update

Employer cost per pay: \$1,140.00

Employee cost per pay: \$552.00

[See all benefits and costs](#)

## Step 1: Navigate between different categories of benefits

You can navigate between the different categories of benefits by selecting basic coverage, life planning benefits, and disability coverage. Here are some examples of benefits you will find under each category:

- **Basic Coverage** – includes health and dental benefits. May include other supplementary benefits like travel assistance and healthcare spending accounts.
- **Life Planning Benefits** - includes basic life and accidental death and dismemberment benefits. May also include optional benefits like optional life coverage.
- **Disability Coverage** - includes short-term and long-term disability benefits.

## Step 2: Select your coverage level

Within the drop down box you will be able to select your level of coverage. Options in this box may be as simple as covered or not covered; alternatively, it could also include volumes on life planning and disability benefits. You can also use the **Update** button to add or remove eligible dependents from coverage.

## Step 3: See your benefits and costs

In the black footer you will be able to track changes in your costs that are deducted from your pay. By clicking on the **See all benefits and Costs** will expand the footer to show all benefits and costs instead of a summary.



# TELUS<sup>®</sup> Health Add Beneficiaries



MyBenefits

Click here

Family + Benefit Selections Beneficiaries Complete your enrollment



New hire - November 11, 2022

### Beneficiaries

Your primary beneficiary(ies) will receive the proceeds payable from each applicable plan in the event of your death. If your primary beneficiary(ies) pass away before you, the proceeds payable for each applicable plan would be paid to your contingent beneficiary(ies), or to your designated estate.

*Contingent\* - Optional*

Designated beneficiary(ies)	Life Insurance		Accidental Death & Dismemberment	
	Primary	Contingent*	Primary	Contingent*
To get started add your first beneficiary				
<a href="#">Add a Beneficiary</a>				
Total	0%	0%	0%	0%

1

## Step 1 : Add a Beneficiary

You will need to add beneficiaries to the list above. These would be beneficiaries you would like to provide a percentage of your benefits like life insurance. Click on the [Add a Beneficiary](#) button.

### Add a Beneficiary

Add a new beneficiary

Choose a family member

Designate your estate

2

## Step 2 : Select Beneficiary Type

When adding a new beneficiary to your list you can choose to add an existing family member or someone who is not a current dependent.

### Add a New Beneficiary

First name

Middle name

Last name

Relationship

Gender

Date of Birth

Irrevocable

3

## Step 3 : Add your beneficiary details

Either select an existing family member or enter the new beneficiaries details. Please note if you select the irrevocable option you will require the permission from the beneficiary to remove them at a later date.

Designated beneficiary(ies)	Life Insurance		Accidental Death & Dismemberment	
	Primary	Contingent*	Primary	Contingent*
Estate	100%	0%	100%	0%
<a href="#">Add a Beneficiary</a>				
Total	100%	0%	100%	0%

## Step 4 : Add Percentages

Once your list of beneficiaries has been updated you can proceed to add percentages to each one. Please note you should not exceed 100% in the total at the bottom of the list.



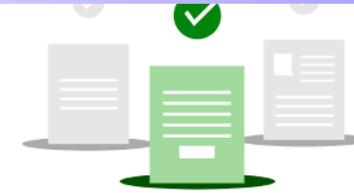


Family

Benefit Selections

Beneficiaries

Complete your enrollment



New hire - November 11, 2022

## Complete Enrolment

Below is a summary of your benefit selections. Take a moment to review your choices below before completing your enrolment.

### Family Members

Below is a summary of the dependents you have on file.

<b>Wenrol Test</b> Relationship: <b>Myself</b> D.O.B: <b>Mar 15, 1982</b> <a href="#">View Details</a>	<b>Test Surname</b> Relationship: <b>Spouse</b> D.O.B: <b>Nov 12, 1962</b> Coverage: <b>Extended Health, Dental Care</b> <a href="#">View Details</a>	<b>Test Child</b> Relationship: <b>Child</b> D.O.B: <b>Feb 5, 2001</b> Coverage: <b>Extended Health, Dental Care</b> <a href="#">View Details</a>
---	---	---

### Your coverage

All benefits are effective as of November 11, 2022 unless otherwise noted in the table below. If your elected coverage requires additional verification, it will be updated once approved.

Benefit	Coverage Options	Coverage Details	Employee Cost	Employer Cost
<b>Benefit Selections</b>				
<b>Basic Coverage</b>				
<b>Health and Dental</b>				
Extended Health	Covered	Family	-	\$301.00
Dental Care	Covered	Family	-	\$251.00

### Beneficiaries

Beneficiaries	Life Insurance	Accidental Death & Dismemberment
<b>Primary</b>		
Test Child Child (DOB: Feb 5, 2001)	100%	100%

1

## Step 1: Check your family members

Check that you have added all of your eligible family members to the plan. This should include eligible full-time students.

2

## Step 2: Confirm your benefit selections

Confirm that all of your benefit selections are correct and all family members are covered. If you need to make changes you can click on the icon next to the benefit to make changes.

3

## Step 3: Are your beneficiaries correct

Ensure that all of your beneficiaries are within the list and have the correct percentages applied.

### Terms and Conditions

I hereby declare that I have completed my enrollment or modified my coverage, my contribution rate, or other information because of: New Hire. I understand that the modifications made during this session are effective 2022-11-11, subject to the approval of any required evidence of insurability.

If you are adding a common-law spouse, you must be able to prove that you have co-habitated for a minimum of 12 consecutive months.

If you and/or your spouse are applying for non-smoker life insurance or critical illness rates you certify that tobacco products have not been used during the 12 months immediately preceding the date of this event.

[Read full terms and conditions](#)

I agree to the Terms and Conditions

### Electronic Beneficiary Approval

I, Wenrol Test, understand that designating a new beneficiary or changing information relating to an existing beneficiary in this electronic format will permanently override and cancel my previous beneficiary information, if any. By clicking "I agree" on this finalize page, I am providing my electronic signature to the beneficiary designations summarized in this finalize page, and no paper forms or handwritten signatures will be required. I consent to making these changes electronically and understand that my electronic signature is legally binding with the same force and effect as manually executed signatures. It is my sole responsibility to ensure that this designation reflects my wishes and I am advised to consider obtaining professional legal or financial advice in making this decision.

I agree to Electronic Beneficiary Approval

## Step 4: Accept terms

If all of the above is correct you can click on the checkmarks to confirm you agree with the legal terms and conditions and the electronic beneficiary approval. Click on the **Complete Enrollment** button and you are done.

