

Correction to Plan News Vol. 28 Number 3

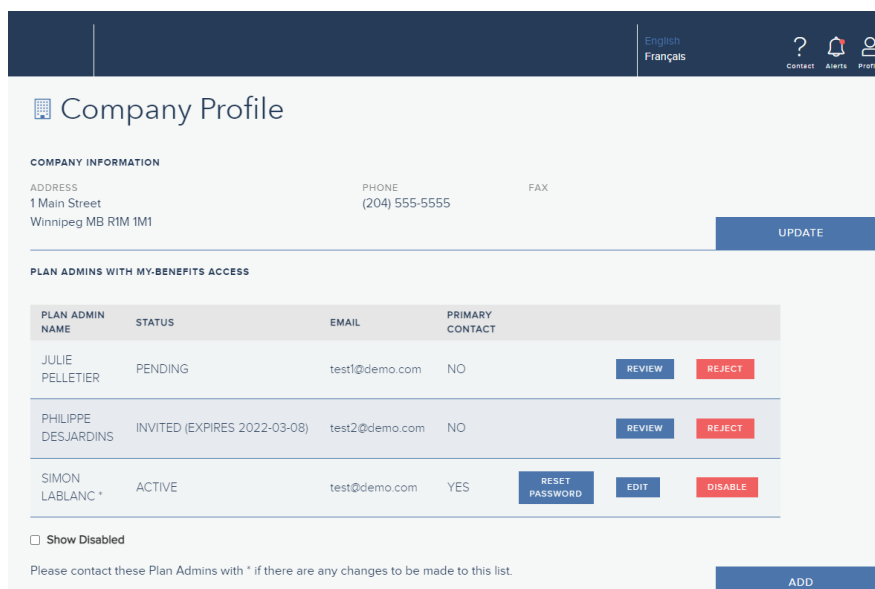
In the recent Plan News renewal email you received, we indicated your Employee Benefit & Premium Summary showing your rates at April 1, 2022 could be found on my-benefits.ca under *My Plan>Tools & Reports*. It is actually located under *My Plan>Premiums & Statements*. We apologize for any confusion.

New! Enrol Plan Administrators Online

We are pleased to announce the release of our Plan Administrator (PA) online enrolment feature. This new enhancement enables you to easily designate additional administrators to manage your employee benefits plan through my-benefits.ca.

We have added a new *Authorized Plan Administrator* role in *my-benefits*®. The Authorized Plan Administrator is a person we have on file whom your firm has designated to be a main contact regarding your plan. This role gives them the ability to register, disable and manage additional PAs for your plan. They can also assign specific firms to a PA (in cases where PAs administer multiple firms) and reset PA passwords. When the Authorized Plan Administrator adds a new PA, *my-benefits* can automatically send an email inviting them to complete the registration of their new PA account.

The Authorized Plan Administrator can just log into my-benefits.ca and go to *Company Profile* to get started. If you experience any difficulties, please contact our customer service team. We're here to help!



The screenshot shows the 'Company Profile' page in the my-benefits.ca system. It includes a header with language options (English/Français) and user icons. The main content is divided into two sections: 'COMPANY INFORMATION' and 'PLAN ADMINS WITH MY-BENEFITS ACCESS'.

COMPANY INFORMATION

ADDRESS 1 Main Street Winnipeg MB R1M 1M1	PHONE (204) 555-5555	FAX
---	-------------------------	-----

PLAN ADMINS WITH MY-BENEFITS ACCESS

PLAN ADMIN NAME	STATUS	EMAIL	PRIMARY CONTACT	Actions
JULIE PELLETIER	PENDING	test1@demo.com	NO	REVIEW REJECT
PHILIPPE DESJARDINS	INVITED (EXPIRES 2022-03-08)	test2@demo.com	NO	REVIEW REJECT
SIMON LABLANC *	ACTIVE	test@demo.com	YES	RESET PASSWORD EDIT DISABLE

Show Disabled

Please contact these Plan Admins with * if there are any changes to be made to this list.