

ONLINE PLAN MEMBER ENROLMENT QUICK REFERENCE GUIDE



Enrol online to activate your group health benefits

Online enrolment is easy. It only takes about 15 minutes and can be completed from your computer or mobile device.



How to prepare

Take a few minutes to prepare before you begin:

- Have your banking information handy (easily found on a cheque)
- Determine who you would like to designate as a beneficiary for your Life Insurance
- Gather your dependents' dates of birth
- If your spouse also has health and/or dental coverage, consider whether you would like to coordinate your benefits plans



Tip: Although banking information is optional, by providing this information, you will ensure faster claims payments.



How to get started

You will receive a Welcome email from Equitable Life with a personalized link to your new group benefits enrolment page. Click on the link in the email to begin.



Navigating the tool

Some information has already been provided by your employer. Click on the Edit button if changes are needed. Please contact your plan administrator to update incorrect information that you are unable to change.

You can make changes to your name by selecting the **Edit** button.

Edit

The bar along the top of the page indicates which section of the application you are in.

Click on the "i" icon for more information and tips related to that field.

A red vertical line to the left of the input box indicates a required field.

Don't forget to **Save!**

Save >

A green vertical line to the left of the input box indicates an optional field.



Final steps to completing your enrolment

Preparing application for signature

We are redirecting you to our electronic signature partner, eSignLive, to complete this application. This may take a few moments.

Once you've confirmed your personal information, you will be redirected to the website of our e-signature provider, eSignLive.

Read the Electronic Disclosures and Signature Consent document. Scroll to the bottom of the page and click **Accept**.

Select **Click to Sign** at the bottom of the document.

A new window will open. Sign within the signature box using your computer mouse or touchpad of your electronic device.

IMPORTANT!

If you have not already downloaded your application:

- 1 Click **Close** to close the pop-up box
- 2 Click **Download** to download the application
- 3 Click **Submit** to submit your application.

You must click **Submit** for your application to be sent to Equitable Life.

If you do not wish to download a copy of your application, simply click **Submit** in the pop-up box.

The Thank You page appears when you have successfully submitted your application to Equitable Life.



Questions?

If you have questions about how to complete your enrolment, please contact your plan administrator.