



Online Plan Member Enrolment

Group benefits enrolment made easy



The benefits enrolment period can be overwhelming – for you, your clients and their employees. It’s challenging to ensure all plan members complete the necessary paperwork before the enrolment deadline.

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. It can be used by both new groups, and existing clients enrolling new plan members.

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 dependants 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.

Contact your [Group Account Executive](#) or [myFlex Account Executive](#) to learn more about how Online Plan Member Enrolment can simplify benefits enrolment for your clients.

Spend less time administering group benefits and more time servicing your customers.

How it works:

Once a client provides basic employment details, our system automatically sends an email to each plan member, inviting them to enrol in their new 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.

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