



## Enrolling for Group Benefits is Easier than Ever Thanks to Enrol-ME Online™

GroupHEALTH Benefit Solutions® is pleased to offer clients Enrol-ME Online™, a user-friendly online tool that makes enrolling employees in their new benefits plan easy, accurate, and efficient for everyone!

### Enrolment is Simple

You enter some basic employment information about your employee and confirm their effective date. If you have a number of employees to enrol at one time, you can provide GroupHEALTH with a spreadsheet containing this information for each of the eligible employees.

Once this information is entered into our benefits administration system, WEBS®, each employee will receive a welcome email with a personalized link to Enrol-ME Online™, their username, and password.

Your employees will click on the link found in their welcome email and will be prompted to sign in to Enrol-ME Online™ where they will arrive on the below 'Welcome Screen'. The employees will review the information and click on 'Next' to advance through the consecutive stages shown in the progress bar.

The screenshot shows the 'Welcome Screen' of the Enrol-ME Online system. At the top left is the GroupHEALTH logo with the tagline 'The benefits of trust.' and the Enrol-ME online logo. A 'Log Out' button is in the top right. A horizontal progress bar contains tabs for 'Welcome', 'Privacy Policy', 'Member Information', 'Spouse', 'Dependents', 'Beneficiaries', 'Optional Critical Illness', and 'Final Review'. Below the progress bar, the text reads: 'Welcome to Enrol-ME Online™ and GroupHEALTH Benefit Solutions!®'. It follows with a paragraph explaining that the employer has secured the best in group benefits services and that the web-based tool eliminates paper forms. A note states: 'If you have questions, please contact your Plan Administrator/Human Resources department.' A warm welcome message follows, signed by Matt Houghton, CEO of GroupHEALTH Benefit Solutions®. A blue 'Next' button is at the bottom left.

The screenshot shows the 'Member Information' screen. It features the same GroupHEALTH and Enrol-ME logos at the top. The progress bar now has 'Member Information' highlighted. The heading 'Member Information' is followed by the instruction 'Please enter your information below.' Below this, there are several input fields: 'First Name \*' with the value 'Christina', 'Last Name \*' with the value 'Smith', 'Middle Initial' with an empty field, and 'Date of birth (e.g. 1980-12-25) \*' with an empty field. At the bottom, there is a 'Gender \*' section with radio buttons for 'Male' and 'Female'. A red asterisk indicates required fields.

In the second screen titled 'Privacy Policy', the employee must read the information and click 'Accept' before advancing to the next stage.

In the 'Member Information' screen, the employee can use their mouse, or Tab key on their keyboard to move from field to field to enter their information. A warning message will pop up if a required field is missed, or invalid information is entered.

Once the employee has entered all their enrolment information, they will reach the 'Final Review' screen. Here the employee can review their information and make any necessary changes before clicking 'Submit'.

Employees in all provinces will sign their enrolment form electronically using eSignLive™. They will automatically advance to the 'Electronic Disclosures and Signatures Consent' window where they are prompted to consent and sign electronically. The employee can view their enrolment form and sign using their mouse or touch screen. It's easy!

Electronic signatures can also be used to designate a beneficiary or to confirm spousal information when applying for Optional Critical Illness.

## Enrol-ME Online™ Benefits Everyone!

- Plan Administrators are saved valuable time as GroupHEALTH follows up with employees whose enrolment is outstanding.
- Employees can quickly and easily fill out and review their enrolment information online, wherever, and whenever it is convenient for them.
- Employees are able to submit claims easily when their enrolment information is accurate. This saves time for everyone!
- Plan Administrators and Partners can easily track which employees have completed their enrolment and which have not.
- GroupHEALTH receives accurate enrolment information that is then transferred directly to WEBS®.