Everything you need to manage your Employee Benefts Plan

The easiest way to administer your frm's Chambers Plan group benefts is with *my-benefts*. Manage administrative tasks quickly and accurately – from adding employees and updating earnings to calculating payroll deductions. If you're not registered, please do so at *www.my-benefts.ca*.

If you choose not to register now, the *Firm Guide* and the *Administrators* tab found on *chamberplan.ca* provides you with the information and tools you'll need to manage your program.

my-benefts Quick Start

HOME

Add a new employee, process employee changes, or fnd a form.
Generate an *Employee Beneft and Premium Summary* or *Billing Statement*.
Continue a change request started in a previous session, or review your *Change Request History.*

COMPANY PROFILE

View and update your company information and the contacts you have authorized.
Control the delivery preferences of *Booklets, Certifcates of Insurance, Benefts Cards,* and *Billing Statements*.

MY PLAN

CONTACTS	Questions about your Plan? Contact our service line or reach out to your local Chamber Plan advisor. Contact information for the various services available under the Plan are found here.
BENEFITS	Click on any beneft to see a summary of the coverage. In the top right hand corner, produce your *Firm Guide* or view the waiting periods under your program.
PREMIUMS & STATEMENTS	Find your account balance, and produce a *Employee Beneft & Premium Summary*. Find *Billing Statements* and control how you receive them. If your program includes a *Health Spending Account*, you'll also fnd your monthly invoices.
TOOLS & REPORTS	| Provides a breakdown of premiums by employee by beneft. | Can assist you in reporting taxable beneft amounts required for employee T4s and Relevé 1. | If you share the cost of the Plan with your employees, this calculator can quickly calculate your payroll deductions. | If your program includes a *Health Spending Account*, you can fnd your remaining balances here.

EMPLOYEES

EMPLOYEE

Review employee information for anyone on your program, including benefits, coverage and monthly premiums.

Administrators can also produce or request *Certificates of Insurance, Benefits Cards,* and *Employee Booklets*.

EMPLOYEE COVERAGE

Any *Incomplete Change* requests you've started and saved are located at the top of the page.

Select an employee to initiate a change request. Changes are categorized as *Employment, Coverage, Profile*, and *Beneficiary* changes. Click on the appropriate box, to make the required change.

CHANGE REQUEST

Change requests you've made online can be found here.

ADD NEW EMPLOYEE

To enrol a new employee, complete the three sections: *Employee Profile, Employment*, and *Benefit Coverage*. If you begin the process and can't complete all three sections, you can save what you have and come back later to complete the enrolment.

You can complete the enrolment by going to the *Incomplete Change Requests* section on either the

FORMS & DOCUMENTS

WELLNESS