ADMINISTER YOUR PLAN WITH
my-benefits.ca

Chambers of Commerce Group Insurance Plan®

Our online administration tool for Plan administrators, ***my-benefits***®, is a simple and convenient way to manage your Chambers Plan benefit program. Easy to use and easy to access, *my-benefits* is a secure web-link providing administrators online information and services.

my benefits® basics

Manage your group benefits under *Firm Data* tab

Contact Information	Questions about your Plan? Contact your local Chambers Plan advisor.
Benefit Overview	Click on any ***insurance benefit*** to get a summary of the coverage.
Employee Benefit & Premium Summary	Print a current *Employee Benefit & Premium Summary* or download the data into a spreadsheet.
Billing Statements	Find any monthly *Billing Statement* or sign up to receive your *Billing Statement* online.
Employee Deduction Calculator	Do you share the cost of the Plan with your employees? The *Employee Deduction Calculator* can make your payroll deduction calculations a snap.
Taxable Benefit report	This report will assist you in reporting taxable benefit amounts required for an employee's T4 and Relevé 1.

Add new Employees under the *New Employee Application* tab

New Employee Application	Click on the tab to open a New Employee Application request. Complete all four sections: ▪ Personal Information ▪ Employment ▪ Insurance ▪ Dependent Information Note any special instructions at the bottom of the form and submit.
Points to remember	▪ An employee must be enrolled within **120 days of the date full-time employment began**. ▪ The earnings must reflect the frequency you have selected. (i.e. $2,000 bi-weekly, $4,000 monthly, $48,000 annually) ▪ Date of full-time employment is when the employee **began employment with your firm** – this is not the requested effective date of coverage. ▪ Health and Dental coverage can only be waived if the employee has coverage under another plan. ▪ If an employee has more than four dependents, please note the additional dependent information (including name, date of birth & relationship) in the *Special Instructions* section.

To submit salary changes for all your employees click on the *Update Employee Earnings* tab

Update Employee Earnings	Your will see a list of all enrolled employees and their current earnings. Enter the new earnings amount and the earnings period. Earnings can be shown as: ▪ Hourly ▪ Weekly ▪ Bi-weekly ▪ Semi-monthly ▪ Monthly ▪Annually Click *Submit* and changes will be made as of the effective date shown.

Manage an Employee's coverage under the *Employee Data* tab

Employee List	Click on an **employee's name** to select.
Employee Details	Shows all the employee data on file.
Benefit Overview	Provides a summary of the coverage for which the employee is enrolled.
Certificate of Insurance	Your choice: • Print a new *Certificate of Insurance*, • Email the *Certificate of Insurance* to the employee, or • Request a new *Certificate of Insurance* from our office.
Drug Card	Your choice: • Print an employee's drug card, • Email the drug card to the employee, or • Request a new drug card for this employee from our office. Drug cards can be produced for the employee, the employee's spouse and any overage dependents covered under the Plan.
Employee Booklet	Your choice: • View or print an employee's booklet, or • Request a new booklet for this employee from our office.
Change Request	Select the change you want to make for this employee: • Employee status change (name, address, marital status) • Beneficiary change • Dependent status change • Add benefits • Change employment classification and earnings • Terminate employee's coverage • New *Certificate of Insurance* or *Employee Booklet* Complete the online form and click *Submit*. We will ensure you have submitted all the required information to process the change.
Change History	All change requests you make online will be shown here.

Need to submit a Cost Plus claim?
Use the Cost Plus calculator located under the *Forms & Tools* tab.

Cost Plus

Simply select the employee making the Cost Plus claim and enter any Health and Dental expenses to be reimbursed.

Indicate if the payment should be made to the Service Provider or the Employee and click *Next*.

A Cost Plus claim form will now be generated (PDF). Please print and mail this completed form, along with the appropriate receipts and a cheque for the total amount payable.

my benefits®

Not Registered?

Through the ***More Information*** link at *www.my-benefits.ca*, provide your Chambers Plan Firm number plus information about the person you want to designate to use *my-benefits* on your firm's behalf. We'll send your Plan administrator an identification number and a first-time password to access your plan records online.