

Everything you need to manage your Employee Benefits Plan



The easiest way to administer your firm's Chambers Plan group benefits is with *my-benefits*. 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-benefits.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-benefits Quick Start

HOME



Add a new employee, process employee changes, or find a form.
Generate an *Employee Benefit 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*, *Certificates of Insurance*, *Benefits 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 benefit 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 **current** *Employee Benefit & Premium Summary*.
Find *Billing Statements* and control how you receive them. If your program includes a *Health Spending Account*, you'll also find your monthly invoices.

TOOLS & REPORTS **Premium Summary** | Provides a breakdown of premiums by employee by benefit.
Taxable Benefit Report | Can assist you in reporting taxable benefit amounts required for employee T4s and Relevé 1.
Employee Deduction Calculator | If you share the cost of the Plan with your employees, this calculator can quickly calculate your payroll deductions.
ASO / HSA | If your program includes a *Health Spending Account*, you can find your remaining balances here.

EMPLOYEES



EMPLOYEE DETAILS

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 CHANGES

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.

PLEASE NOTE: Some change requests need to be reviewed before they can be processed.

CHANGE REQUEST HISTORY

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 *Home* or *Employee Coverage* pages.

PLEASE NOTE:

- An employee must be enrolled within **30 days following their waiting period**.
- Date of permanent 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.
- Use the *Special Instructions* box at the end of step 3 if you need to clarify anything about the enrolment.

UPDATE ALL EMPLOYEE EARNINGS

Update an employee's earning through the *Employment Change* box under *Employee Coverage Changes* or under this tab by selecting the individual.

If you are updating salaries for multiple employees, you can use this handy template. Use the *Shortcut* box in the top right corner to speed up the inputting of your changes.

FORMS & DOCUMENTS



Administration and claim forms, amendments and newsletters can all be found here. If your firm uses *Cost Plus*, the *Cost Plus* tool can quickly calculate and complete your claim form.

WELLNESS



Use the materials in the *Wellness Tool Kit* to create and maintain a wellness program for your organization that promotes greater employee engagement and health.