

The latest news and views from CINUP

UPDATE

FEBRUARY 2016

my-benefits Continued!

We first unveiled **my-benefits**® at our Annual CINUP Conference in the fall of 2015, and then introduced it in the *Winter 2015* edition of *CINUP Update*.

my-benefits is our online administration tool for Plan Administrators. Easy to use and easy to access, **my-benefits** allows you to administer your group plan instantly and directly – from adding employees and changing benefits, to searching for plan information. It's all at your fingertips!

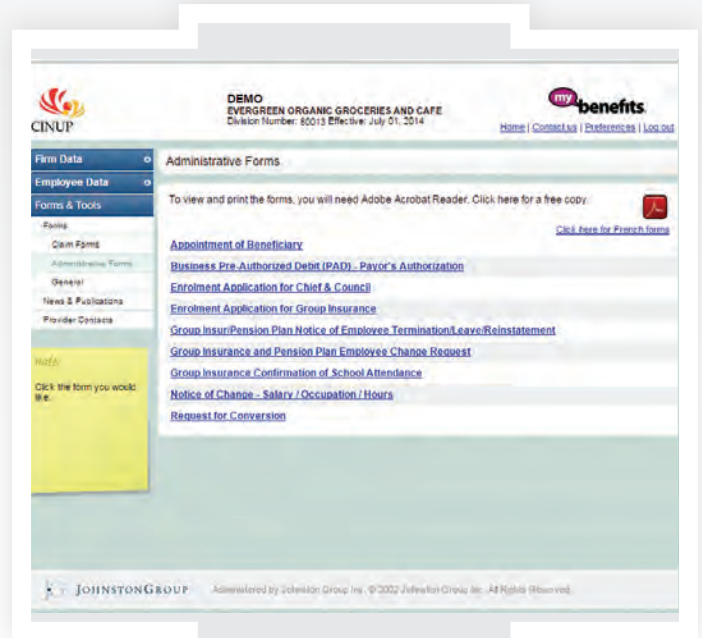
We are pleased to advise we have recently populated the *Forms & Tools* section, including all the most commonly used documents, categorized as *Claim*, *Administrative* or *General*. We have also set up the *News & Publications* section and all issues of *CINUP Update* have now been posted for you to easily reference.

In addition to accessing forms and newsletters, through **my-benefits** you are able to:

- Submit new employee enrolments and terminations
- Submit employee changes including benefit changes, address changes, name changes, salary changes, and beneficiary changes
- Access a full benefits overview
- View billing statements
- Register to receive your monthly billing online through e-billing
- Utilize the employee deduction calculator and the taxable benefit tool
- Print new Employee Booklets

Not registered yet? Go to the website, www.my-benefits.ca, and click on *New User? Sign me up*. Then select *I am a Plan Administrator* and complete the form. A welcome letter along with a user ID and password will be mailed to your office.

Need assistance enrolling? Want some training? Your service representative would be happy to walk you through the process and provide any support and training you may require.



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