

Statement Date: 09/03/2021

DO NOT USE - not complete

Dear Smith John,

The time for Benefit Enrolment is upon us and this document will help you during the process. It confirms your eligibility to enroll in your benefits online through the Flexit360 Enrolment site.

1. Visit the Flexit360 (Benefit Enrolment System) hyperlink above and you will be asked to enter:

Your Login ID: 200000

Your Password (PIN): 0fdH(u

- 2. Verify your personal information. If your personal information is incorrect, contact your Benefits Specialist.
- 3. Verify and/or add dependent(s) information if applicable.
- 4. Choose your benefits.
- Once you have confirmed your benefits **PRINT YOUR CONFIRMATION STATEMENT** and keep it for your records as it will include your insurance policies and contact information.
- 6. If you have made a change to your Beneficiary Declaration, please <u>print</u>, <u>sign</u>, <u>date and return the original form</u> to the Benefits Specialist (address is located on the declaration form). No photocopies, faxes or scanned beneficiary declaration documents will be accepted.

If you need additional information, please email your Human Resource department.

PLEASE NOTE:

- 1. This information is **confidential**; please take appropriate security measures to protect the above information.
- 2. If you lose or forget your password you will be unable to access Flexit360 until you request and receive a new password.