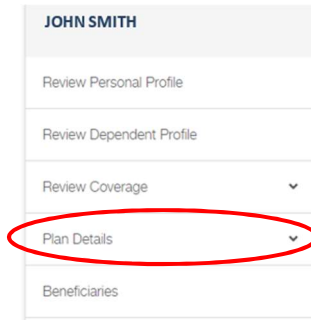


Flexit360 System – Re-enrollment Guide

Begin your re-enrollment

1. Once you have successfully logged in to Flexit360, the menu will provide you access to your plan information.



Select “Plan Details” to obtain the memo with your rates and credits for the upcoming benefit year.

2. To begin your re-enrollment, select “I want to re-enroll” from the welcome page

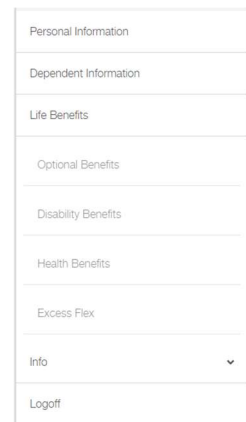
NOTE: You are not required to complete your re-enrollment all at once. If you log off, all of your selections will be saved to allow you to continue your re-enrollment at a later time. However, the re-enrollment must be completed and submitted prior to the close of the re-enrollment period.

System Navigation

1. The menu on the left of the screen will show the progress of your re-enrollment.
2. Complete your re-enrollment by navigating through each of the steps using the buttons located at the top and bottom of the screen. Use the “next” button to progress to the next step, the “previous” button to return to the previous screen, or the “cancel” button to cancel your re-enrollment and return to the main screen.



3. Select the “Info” drop down in the menu to view documents associated with your benefits plan.



4. The “Edit” and “Delete” icons allow you to modify your information or delete a dependent from your coverage.

5. To obtain additional information specific to your plan’s coverage, click on the “Information” Icon throughout your re-enrollment.

6. A checkmark indicates that the benefit has been selected. You will not be able to remove the checkmark if the benefit is mandatory.

7. Selecting “More” will expand the current list to display all available options.

8. A yellow star indicates that your selection is pending and will be effective once applicable paperwork has been submitted and processed.

9. Navigate between English and French by clicking [EN](#) | [FR](#) at the top of the screen.

Reviewing/Selecting Benefits

The first pages of the system allow you to update information and collect information like smoker status and dependent information that is required to properly display your benefit choices and costs.

1. Confirming Dependents

It is important to review the current dependents information on file.



NOTE: If you need to change dependents for the current year coverage, please contact your benefits administrator prior to re-enrolling.

2. Life Insurance Beneficiaries

Review your Life Insurance beneficiaries.



NOTE: If there is no beneficiary listed, it is mandatory to set up your beneficiary for all life insurance.

3. Benefits Selection Pages

You will then proceed through several pages that provide information and choices available in your specific benefits plan. Refer to the System Navigation section of this guide when working through these screens.

Your JDI credits will appear across the top of the page as you navigate through your re-enrollment.

JDI Credits \$4,708.00 ▼	JDI Credits Remaining \$1,501.48	Total Per Pay Deductions \$97.89 ▼
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JDI Credits – Displays the total credits available to use towards your benefit selections. Click the down arrow for more details.

JDI Credits Remaining – Displays remaining/unused credits. Some credits have already been allocated based on your current year's selections and will change as you process your re-enrollment.

Total Per Pay Deductions – Displays per pay deductions associated with your benefits. Click the down arrow for more details.

4. Final Allocation Page for any remaining credits

Review your choices on this page for any remaining credits you may have. You can change allocations here and see the impact on your per pay deductions. Once all benefit selections have been completed and all remaining credits have been allocated you can complete your re-enrollment.

Important tips for completing this page ...

Allocating credits to a health account such as **Health Spending Account (HSA) or Retirement Health Insurance Program (RHIP)** will improve the tax effectiveness of your plan if you have out of pocket expenses.

Allocating variable credits to the mandatory **GRSP**, (up to the maximum), if available, will **reduce per pay deductions**.

If you still have available credits after allocating the maximum to your mandatory GRSP, you can put the balance into the voluntary GRSP.

For more information, see Page 4 of this guide.



Completing Your Re-enrollment

1. Enrollment Summary

Review the summary of your benefit selections before confirming your re-enrollment, by reviewing the information in each tab at the top of the page. Select the “Change” button to make any changes.

**Your Enrolment
Summary**

Fixed JDI Credits

Pending EOI

2. Submit your Re-enrollment

Check off the confirmation and click “Submit” to complete your re-enrollment.

PLEASE READ: You are confirming your coverage and will not be able to make any changes until another enrollment period (unless you have a Life Event, i.e. adding a dependent etc.). If you are satisfied with your choices, press “Submit” to confirm your enrollment. If you think you still might want to make changes before your enrollment window closes, press “Cancel”.

Cancel

Submit

3. View and Print Confirmation Statement

Once submitted, your re-enrollment is complete. You can view your confirmation statement and save as a pdf or print by right-clicking on the statement and selecting print.

Enrolment Process is Now Complete

Thank you, **JOHN SMITH**.

Your enrolment process is now complete! Your selections have been confirmed and submitted.

Confirmation Statement

 View/Print

4. Modify My Re-enrollment

You can still modify your choices any time prior to the close of the re-enrollment window. To do this, log back in and select “Modify my re-enrollment”.



WARNING

You may have pending documents!!

IMPORTANT! Any pending documents must be printed and signed as indicated on the instructions on the form itself. Please follow the instructions on the form in order to ensure your change is effective.

If you require assistance, please contact your Benefits Administrator.



Allocation Page

The **JDI Credits Remaining** are the fixed and variable credits left after you have selected your modules. Fixed credits are a dollar amount provided by the company based on single or family coverage to help fund your Health, Drug and Dental coverages. The variable credit is the amount of the company's contribution to your RRSP for the upcoming year.

JDI Credits Remaining

Apply your **JDI Credits that are unused** below. This number must be **\$0.00** to move to the next step.

JDI Credits that are unused \$1,501.48

Variable Credits to GRSP

You can **enter** the **JDI Credits that are unused**, to a maximum of the **Mandatory GRSP** amount. This will calculate your payroll deduction to ensure the overall contribution to your **Mandatory GRSP** remains whole.

Please note that the allocation amount and **Per Pay Deduction** may update based on how you complete the rest of this page.

Variable Credits Allocated to GRSP

GRSP Payroll Deductions (Tax Deductible)	
+ Annual Payroll Deduction	\$2,000.00
Per Pay Deduction	\$76.92
= Mandatory GRSP	\$2,000.00

Allocations

Enter the amount to allocate to your HSA for the upcoming year. Make sure to review your HSA statement from Medavie Blue Cross.

Allocation to Health Spending Account

RHIP will be available to employees 49 and older. **Enter** your RHIP allocation.

Allocation to Retirement Health Insurance Program

Blue Cross Payroll Deductions (Non-Tax Deductible)	
Blue Cross Payroll Deduction	\$0.00
Per Pay Deduction	\$0.00
Total Allocation This Year	\$0.00

Enter any **JDI Credits that are unused** here. This option is only available for remaining Fixed Credits.

Allocation to Voluntary GRSP

Some of the numbers you entered on this screen may update automatically as you make other allocations. Make sure to review the page in full before you continue your re-enrollment. Once your **JDI Credits that are unused** is \$0.00, click to continue.



Watch for messages in red that may appear at the bottom of the page. Here are a few examples:

- **The amounts you have entered add up to an amount greater than \$1,501.48.**
Your Action: Reduce your allocations to a maximum of your JDI Credits that are unused.
- **You cannot contribute to the Voluntary GRSP if you have Mandatory GRSP payroll deductions.**
Your Action: Remove the amount in Allocation to Voluntary GRSP and increase the Variable Credits Allocated to GRSP amount.
- **You haven't allocated 100% of this benefit to your beneficiaries.**
Your Action: You must assign a beneficiary for your RHIP.

