

# Welcome to the Public Sector Group Insurance Benefits Plan!



Your group benefit plan consists of mandatory benefits that you will be automatically enrolled in and additional benefits that you must enroll for separately.

Your mandatory benefits are confirmed in your New Employee letter. You have important enrolment decisions to make for you and your family to select your coverage under the following plans:

- ✓ Health and Dental
- ✓ Travel
- ✓ Dependent Life Insurance
- ✓ Optional Life Insurance
- ✓ Optional Critical Illness
- ✓ Optional Accidental Death & Dismemberment (AD&D) Insurance

## Steps to Enrol

To ensure a fast and easy Enrolment in the group benefits plan, please take the following steps:

- Review the benefit details outlined on the PSGIP website at [www.mybenefitplan.ca](http://www.mybenefitplan.ca)
- Review the rate summary included in this package
- Complete your *Enrollment Form*
  - List all of your eligible dependents (including spouse)
  - Select your Health, Dental and Travel coverage (You must enroll within 90 days of becoming eligible for benefits)
- Make your Optional Benefit selections – note the enrolment deadline for the minimum coverage level you can purchase without providing proof of good health

Optional benefit	Evidence free amounts if applied for within the timeframe
<b>Basic Dependent Life Insurance</b>	if applied for within 90 days of becoming eligible
<b>Optional Life Insurance</b>	\$30,000* – if applied for within 31 days of becoming eligible
<b>Spousal Life Insurance</b>	\$30,000 * – if applied for within 31 days of becoming eligible
<b>Optional Dependent Life</b>	\$10,000* – if applied for within 31 days of becoming eligible
<b>Optional Critical Illness</b>	\$50,000 * – if applied for within 31 days of becoming eligible
<b>Spousal Optional Critical Illness</b>	\$50,000 * – if applied for within 31 days of becoming eligible
<b>Voluntary Accidental Death &amp; Dismemberment</b>	Proof of good health not required

\* Amounts in excess of the evidence free amounts are subject to proof of good health. If you wish to apply for additional amounts of Optional and/or Spousal Life coverage and Optional Critical Illness and/or Spousal Optional Critical Illness coverage, please indicate the total amount you are requesting on your enrollment form and an application form will be forwarded to you for completion. Return the completed form to Johnson for processing.

- Complete the Beneficiary Designation Form included with this package.
- Sign and date all forms in ink and mail your completed *Enrollment Form* and *Beneficiary Designation Form* to Johnson Inc. using the postage paid envelope enclosed in this package.

### IMPORTANT NOTE

**You must enroll within the deadlines noted above. Otherwise you will need to provide proof of good health to apply for most coverage and dental benefits will be limited to \$100 per covered member in the first 12 months of coverage.**

## WHO CAN HELP ME?

## WHAT QUESTIONS CAN THEY ANSWER?

### Your Employer



1-800-371-9516  
8:30am – 4:30pm AST  
Monday to Friday

**Email:** [pei@johnson.ca](mailto:pei@johnson.ca)

**Member website:**  
[www.johnson-insurance.com/Members-Only/](http://www.johnson-insurance.com/Members-Only/)

### Employment questions:

- Leaves, Absences, and Attendance

### Benefit plan questions:

- Questions about coverage (what coverage do I have or what am I eligible to apply for)
- Change of address, phone number or other contact info
- Change in marital status
- Addition of dependent children
- Change in beneficiary (who will receive my life insurance benefits)
- Payroll deduction questions about insurance coverage
- Questions about the cost to add coverage or remove coverage
- Opting out of health and dental coverage (if you have coverage under another group plan i.e. a spousal plan)



1-800-957-9777  
8:30am – 5:00pm  
Monday to Friday

**Member website:**  
[www.mycanadalifeatwork.com](http://www.mycanadalifeatwork.com)

### Claims questions:

- Claims payment questions (I submitted a claim but I did not receive reimbursement)
- Provider submission (I would like my dentist to bill Canada Life directly, how can I arrange that)
- Direct deposit (I would like my claims to be reimbursed into my bank account, how can I set that up)
- Plan maximums (how many more massage claims can I submit this year)

## YOUR ONLINE ACCESS

### Johnson Members-Only Website

To register for the secure members-only website please contact Johnson by phone or email at the contact information noted above. Once registered, log in to the Members Only Website at [www.johnson-insurance.com/Members-Only/](http://www.johnson-insurance.com/Members-Only/) using your assigned username and password to:

- View your personal information and current benefit deductions
- View your beneficiary information
- View all archived communication

### Canada Life Members-Only Website

Managing your health and dental claims is easy when you are registered on Canada Life's Plan Members' online secure site at [www.mycanadalifeatwork.com](http://www.mycanadalifeatwork.com). Once you've registered you can:

- Arrange for direct deposit for claims reimbursement,
- Submit many of your claims online,
- Track your claims and review your claims history,
- Get access to personalized information about your coverage,
- Get personalized claim forms for paper claim submissions,
- View your benefits booklet and a benefits summary,
- Print a copy of your benefits card, and
- Access extensive health and wellness content.

Please note that due to confidentiality and security reasons, you must access Johnson and Canada Life member websites separately. Registration for both sites is relatively simple and straightforward.