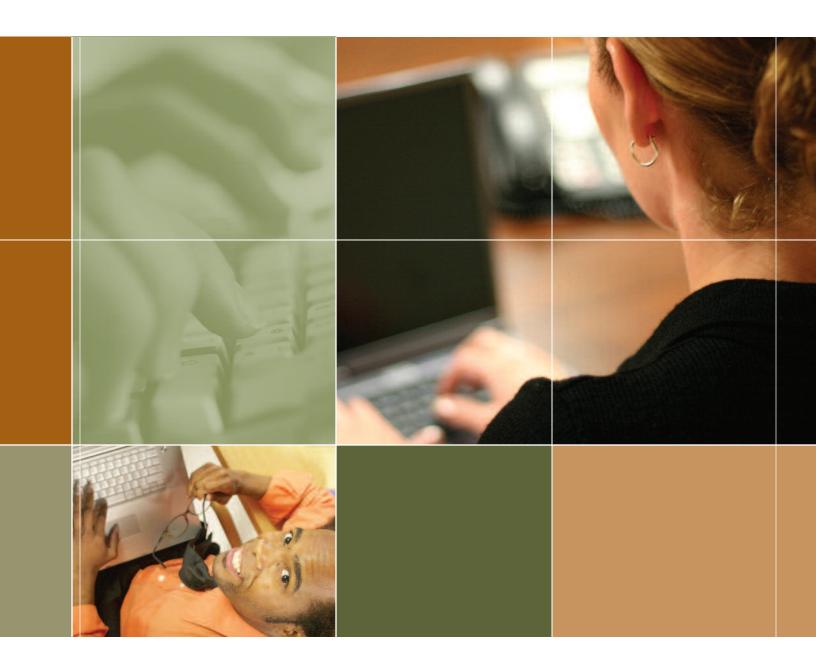
# **Manulife Financial**

# Online Billing Statements Say hello to convenience...

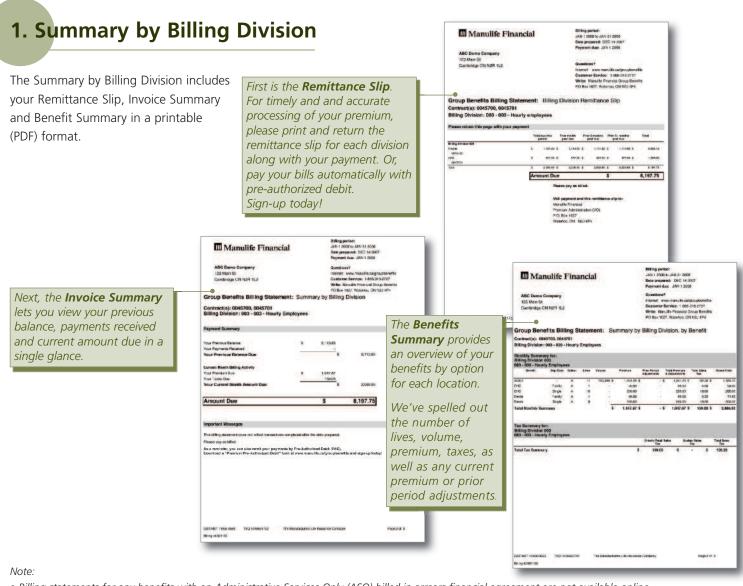


# Say "Hello" to your Group Benefits Online Billing Statement.

Get your bills right where you need them – at your fingertips. Our online billing statement is safe, secure and so convenient. It's billing made easy!

## Good-bye paper bills

With online billing, your monthly statements are posted directly to the Plan Administrator Secure Site. The information is readily available along with other tools used to manage your plan. Each month you'll receive an email from us, with a link to the site, when your bill is ready. Your online bill has three user-friendly parts. You'll get a set for each division that receives a bill.



• Billing statements for any benefits with an Administrative Services Only (ASO) billed in arrears financial agreement are not available online.

# Save time with automatic payments!

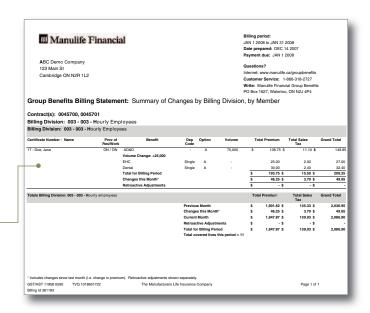
Combine online billing with automatic payments for twice the convenience. Pre-Authorized Debit lets you remit premium payments to Manulife Financial automatically. With two withdrawal dates to choose from, you can select the payment date that works best for you.

Login to the secure site at www.manulife.ca/groupbenefits and download a "Premium Pre-Authorized Debit" form to apply. Then, leave your bill payments to us.

# 2. Summary by Member - changes only

Summary by Member provides detailed information in an easy-to-manage, printable changes-only format. It delivers a snapshot of any changes in plan member benefits since your last statement.

Information is sorted - and subtotaled - by member and for each location.



# 3. Summary by Member Excel File - all members

The Summary by Member Excel File provides a comprehensive extract of all billing details for each plan member in the division.

Handy excel spreadsheet lets you save, export and use the data in any manner you wish.

Certificate Num	Last Name	First Name	Class Name	Class Code	Plan Name	Plan Code	Province of Work	Province of Res	All Benefits - Current Month Premium (1)	All Benefits - Prior Period Adjustments' Premium (2)	All Benefits - Total Sales Tax (3)	All Benefits - Total Premium & Tax (4)	ADD: Plan Code	ADD: Dep Code or Volume	ADD: Option	ADD: Current Month Premium (1)	ADD: Prior Period Adjustments' Premium (2)	ADD: Total Sales Tax (3)	ADD: Be Total (4)
12	Rogers	Sara	3	003	C - HO - Ins & ASO	С	ON	ON	117.50		9.40	126.90		50,000		92.50		7.40	
14	Smith	Sam	3	003	C - HO - Ins & ASO	C	ON	ON	240.00		19.20	259.20	C	100,000	A	185.00		14.80	
15	Black	Cole	3	003	C - HO - Ins & ASO	С	ON	ON	147.50		11.80	159.30		50,000		92.50		7.40	
16	Brown	Jim	3	003	C - HO - Ins & ASO	С	ON	ON	147.50		11.80	159.30	С	50,000	A	92.50		7.40	
17	Doe	Jane	3	003	C - HO - Ins & ASO	C	ON	ON	193.75		15.50	209.25	C	75,000	A	138.75		11.10	
18	Buck	Tim	3	003	C - HO - Ins & ASO	C	ON	ON	147.50		11.80	159.30	C	50,000	A	92.50		7.40	
19	McDonald	Tom	3	003	C - HO - Ins & ASO	С	ON	ON	147.50		11.80	159.30	С	50,000	A	92.50		7.40	
20	West	Wendy	3	003	C - HO - Ins & ASO	C	ON	ON	147.50		11.80	159.30	C	50,000	A	92.50		7.40	
21	Star	Emily	3	003	C - HO - Ins & ASO	С	ON	ON	147.50		11.80	159.30	С	50,000	A	92.50		7.40	
26	Best	Fred	3	003	C - HO - Ins & ASO	C	ON	QC	301.62		24.13	325.75	C	100,000		185.00		14.80	
3	Campbell	Linus	3	003	C - HO - Ins & ASO	С	BC	BC	210.00			210.00	С	100,000	Α	185.00			
Benefit Code ADD EHC DEN	Benefit Description AD&D EHC Dental																		
(2) Excludes sales t (3) Includes current	eriod adjustments and s ax and prior period adjustri and prior period adjustri	nent's sales i		es tax															

#### Note:

• Where available, online billing is offered as a standard replacement for printed billing statements.

# **Accessing your statements online:**

You'll see a link to **Monthly billing statements** on the navigation bar (under Reporting). Once activated, you'll be able to access your statements online. (If you don't have access, complete the Group Benefits Plan Administrator Internet and Billing Registration form to register for online billing.)

Select the billing division from the drop-down menu and click **Go**. (The list is determined by your site access.) From the statements available, select the format you wish to access.

Online statements will remain on the site for 18 months.

#### PLAN ADMINISTRATOR SITE

Home

#### MEMBERS

Member search

Add a member

Perform multiple salary changes

Multiple salary change status

Forms in progress

#### PLAN DOCUMENTS

Forms and brochures

Benefit Information

### REPORTING

Order a report

Real-time Reporting

Monthly billing statement

### **HEALTH FOR LIFE**

Health for Life

## SITE ADMINISTRATION

Change your password/ e-mail address

Send a note



Group Benefits,Online Billing and the Group Benefits secure sites are offered through Manulife Financial (The Manufacturers Life Insurance Company).

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