

Choose your benefits on the Manulife plan member site or the Manulife Mobile app during open enrollment, after this, you won't be able to make changes to your coverage until next fall – unless you experience a life event. Life events include things like:

- A change in marital status
- Welcoming a child
- When your spouse gets their own benefits coverage or loses their benefits coverage

Set up your Manulife ID

Before you can enrol for your benefits, you'll need to set up your online account. Visit [manulife.ca](https://www.manulife.ca) or open the Manulife Mobile app and select **Set up your Manulife ID**. Manulife ID is a single, secure username and password combination for accessing all things Manulife. Additional information including a step-by-step video and FAQ are available here:

<https://www.manulife.com/ca/en/personal/support/manulife-id>

If you already have a Manulife ID, select **Sign in**.

Once you've activated and connected your group benefits plan using your contract number (**158605**) and certificate number (same as your employee ID), you can enrol for your benefits.

Enrol for your benefits

1. Sign in to the Manulife plan member site ([manulife.ca/planmember](https://www.manulife.ca/planmember)) or the Manulife Mobile app with your **Manulife ID**.
2. Click the **Enrol now** button to enrol for your benefits.

Try different benefit options to find the one that works best for you. You can save your choices and come back to them later if you want. But remember to **submit** your choices by November 10, 2026.

3. If additional forms are needed (e.g., an Evidence of Insurability form), a link will appear at the end of the enrolment tool prompting you to submit the form online. If you're enrolling using the Manulife Mobile app, you'll receive an email reminder prompting you to complete these forms if required.
4. Before you sign out, save a copy of your coverage statement in case you need it.

Designate your beneficiaries

By designating a beneficiary, you can help ensure that your life insurance benefits will be directed to the people or causes that matter most to you. The enrolment tool will prompt you to complete your beneficiary designations. To learn more about beneficiaries, visit our **FAQ page**:

<https://www.manulife.com/ca/en/personal/support/group-plans/group-benefits/beneficiary-faqs>

Note: If you've previously designated someone as an irrevocable beneficiary, they will remain your beneficiary under your new Manulife plan.

Questions?

Select **Contact us** on *manulife.ca/planmember* or while using the mobile app. We're happy to help!

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