

Creating Your GroupSource eProfile

Follow this step by step guide to easily create your GroupSource eProfile!

These instructions apply to both the desktop and mobile versions of the GroupSource website and eProfile.

Begin by getting onto the GroupSource website at www.groupsource.ca.

At the top, choose "Login/Booklets".



Group Source

1-800-661-6195

Contact Us Login/Booklets v Search our site...

WHAT WE DO OUR DIFFERENCE SELF-FUNDED PLANS ABOUT US NEWS

Employee Group Benefits Customized for Value and Sustainability

- ✓ Exclusively focused on Employee Benefits
- ✓ Beginning-to-End Service and Support
- ✓ Easy-to-Use Online Benefits Administration System
- ✓ Unmatched Customer Care

For over 30 years, GroupSource has provided Canadian organizations with comprehensive, yet affordable, employee group benefits plans.

Find Out More

You will see a drop down menu; choose "Plan Member Login".

GroupSource

1-800-661-6195

Contact Us Login/Booklets v search our site...

Booklets

Health Claim Form

Dental Claim Form

Plan Member Login

Plan Administrator Login

Employee Group Benefits Customized for Value and Sustainability

- ✓ Exclusively focused on Employee Benefits
- ✓ Beginning-to-End Service and Support
- ✓ Easy-to-Use Online Benefits Administration System
- ✓ Unmatched Customer Care

For over 30 years, GroupSource has provided Canadian organizations with comprehensive, yet affordable, employee group benefits plans.

You will be taken to the below login screen, click "Register Now".

GroupSource

Français

eProfile™ Login

User Name:

Password:

[Forgot your Password/User Name?](#)

Not currently registered for online services? [Register now](#)

[Tips](#) to safeguard your security

[Technical requirements](#) to use the online services

You will get to the registration page to begin, click start.



eProfile™ Registration: Enroll for Online Services

Welcome to our online Registration service.

This service is available to eligible members and their dependents only, who are currently receiving benefits through this system.

In order to register for online access, you must have:

- Active benefit card
- Valid email address

Registration Steps:

1. Read and Agree to the Terms and Conditions
2. Select Wellness Profile options (optional)
3. Setup User Profile
4. Registration Direct Deposit (optional)



Review and agree to the terms and conditions to continue.



Step 1 : Terms and Conditions

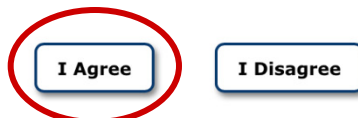
Please read and agree to the terms and conditions below

TERMS AND CONDITIONS
=====

By reading this agreement, and clicking the I AGREE button below, you have read, understood, and agree to the following:

USE OF SITE
=====

You agree that your use of this web site shall be on an "as is" basis. You agree that your use of this web site is entirely at your risk. Neither your Online Provider, nor any of its affiliated or related companies, agents or subcontractors, officers, directors, or employees, nor any other person associated with the creation or maintenance of this web site or its contents, shall be liable or responsible to any person for any harm, loss or damage that may arise in any connection with their use of this web site, including without limitation any direct, indirect, special, third party, or consequential damages. We will not be responsible for any detrimental reliance that you may place upon this web site or its contents.



You will then reach the Wellness Profile.

This gives you the option to receive educational material, coupons and other information related to a variety of different health topics via email.

If you do not wish to participate upon registration, you can select the last option and can go back to learn more at any time.



eProfile™ Registration



Step 2 : Wellness Profile

Please take a minute to complete your personal Wellness Profile. The Wellness Profile is your opportunity to identify and receive educational material, coupons and other information related to specific health topics. All correspondence will be customized for you and will be sent to the eProfile™ Account email address on file. You may update your selections at any time through the eProfile menu options.

Drug Categories

- ADHD
- Arthritis
- Blood Disorders
- Cancer Support
- Allergies
- Asthma
- Bone Health
- Contraceptives
- Depression / Mood

- Diabetes Care
- High Blood Pressure
- HIV/AIDS
- Multiple Sclerosis
- Skin Care
- Women's Health
- Heart Health
- High Cholesterol
- Men's Health
- Pain Management
- Ulcers / Heart Burn
- Select All

Dental Services

- Educational Material/Coupons/discounts

Extended Health Care Services

- Educational Material/Coupons/discounts

I authorize my company's health claims management firm, healthcare professionals and other service providers to exchange information collected in administering my health benefit plan, for the purpose of effectively implementing and maintaining a wellness initiative. I understand that as part of this initiative I may receive communications regarding possible treatment alternatives or health related benefits and services that may be of interest to me. I understand that I may also be made aware of promotions, drug product specific programs, financial savings opportunities and health educational events in which I may want to voluntarily participate.

I do not wish to participate at this time.

[back](#) [next](#)

The next step will be the User Profile.

Choose your own User Name, your Group and Certificate Numbers are on your OneCard.

Note! You must use your real email address otherwise you will not receive your temporary password for the initial login.



eProfile™ Registration



Step 3 : User Profile

Please enter your personal information below.
The information entered will be verified against our database to ensure you are eligible to view selected information

General Information

i User Name:

General Information

i User Name:

i Group Number:

i Certificate Number:

Last Name:

First Name:

i Date of Birth:

Email Address:

Security Question

i Select Security Question 1:

Answer:

i Select Security Question 2:

Answer:

i Select Security Question 3:

Answer:



Once your User Profile is created, Step 4 is your direct deposit information. If you do not know your banking information, you can skip this section initially but will have to enter it before submitting claims for reimbursement.



eProfile™ Registration



Step 4: Direct Deposit Information

To register for Direct Deposit, please enter all three pieces of your bank account number. This information can be found at the bottom of your cheque.

Transit <input type="text" value="12345"/> (5 digits)	Bank <input type="text" value="004"/> (min 3 digits, max 4 digits)	Toronto-Dominion Bank	Account <input type="text" value="1234567890"/> (min 1 digit, max 12 digits)
---	--	-----------------------	--

Once you submit your direct deposit information, you will receive a confirmation email!

Direct Deposit Notice \ Avis de dépôt direct

ClaimSecure eProfile [directdeposit@claimsecure.com]

Sent: Wed 2015-11-25 4:06 PM

To: groupSource Reception

Congratulations! You have successfully enrolled in the direct deposit payment program. All future, health benefit claims payments will be made electronically to the bank account that you have specified in your eProfile account. You will be notified by email whenever a payment has been made to your account or whenever a payment was not successfully completed. You will also be able to view the details of your claim payments by accessing your eProfile account.

If you have any questions or concerns about your eProfile account, direct deposit details or health benefit claim submitted to our office, please call the number printed on your benefit card. For providers, please call 1-888-513-4464.

Félicitations! Vous avez réussi votre enregistrement dans le programme de paiements de dépôt direct. Toutes les futures demandes de règlement pour soins de santé seront déposées électroniquement dans le compte de banque que vous avez spécifié dans votre compte eProfile. On vous avisera par courriel chaque fois qu'un paiement a été déposé à votre compte ou chaque fois qu'un paiement n'a pas réussi. Vous pourrez également visionner les détails de vos demandes de règlement en accédant à votre compte eProfile.

Your eProfile has now been created! You will receive an email that contains your temporary password. Once logged in you will need to change your password.

Important! You must proceed to Login for the first time *within 15 days*. Logging in for the first time automatically activates your eProfile account. If you do not do this final step, you will need to redo the process above to recreate your eprofile next time.



eProfile™ Registration

Congratulations! You have completed our Online Service Registration.

Your eProfile account has been created.

Your login information will be emailed to you shortly.

It is necessary to activate your account within 15 days.



The email containing your temporary password will look something like this:

eProfile account information

eProfile System [eprofile@claimsecure.com]

Sent: Wed 2015-11-25 4:05 PM

To: groupSource Reception

Welcome to eProfile.

Your account information, for logging into the eProfile System, is as follows:

user name: GroupSourceTest
password: d3PN33Va

It is necessary to activate your account within 15 days from this date as your login information (User ID and assigned Password) will expire and you will be required to re-register with a different User ID. A new password will also be assigned when you re-register.

ATTENTION: Do not reply to this email.

Any reply made to this message will not be reviewed or responded to.

Thank you.

This is an outgoing mailbox only, if you require further assistance please contact the phone number on the back of your personalized benefit ID card.

Thank you.

Cette boîte n'est utilisée que pour du courrier sortant. Si vous avez besoin d'aide, composez le numéro de téléphone au dos de votre carte d'identification personnalisée pour les indemnités.

Merci.

eProfile™ Login



Once you select Login, you will be taken back to the eProfile Homepage.
Enter your User Name and the temporary password that was emailed to you.

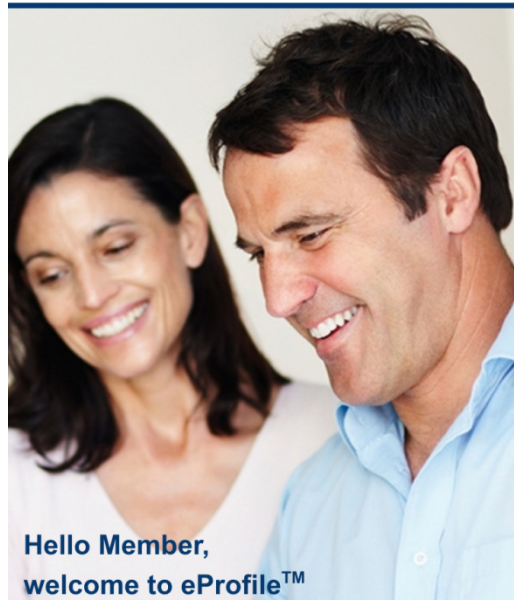
User Name:

Password:

[Forgot your Password/User Name?](#)



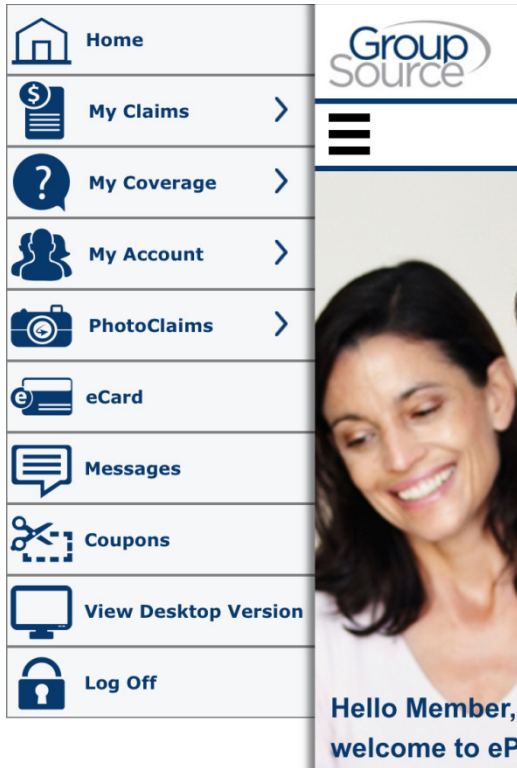
You are now logged in to your completed eProfile!



Hello Member,
welcome to eProfile™

You will now be able to access a list of features and functions that your eProfile provides!

Keep reading for some great user tips!

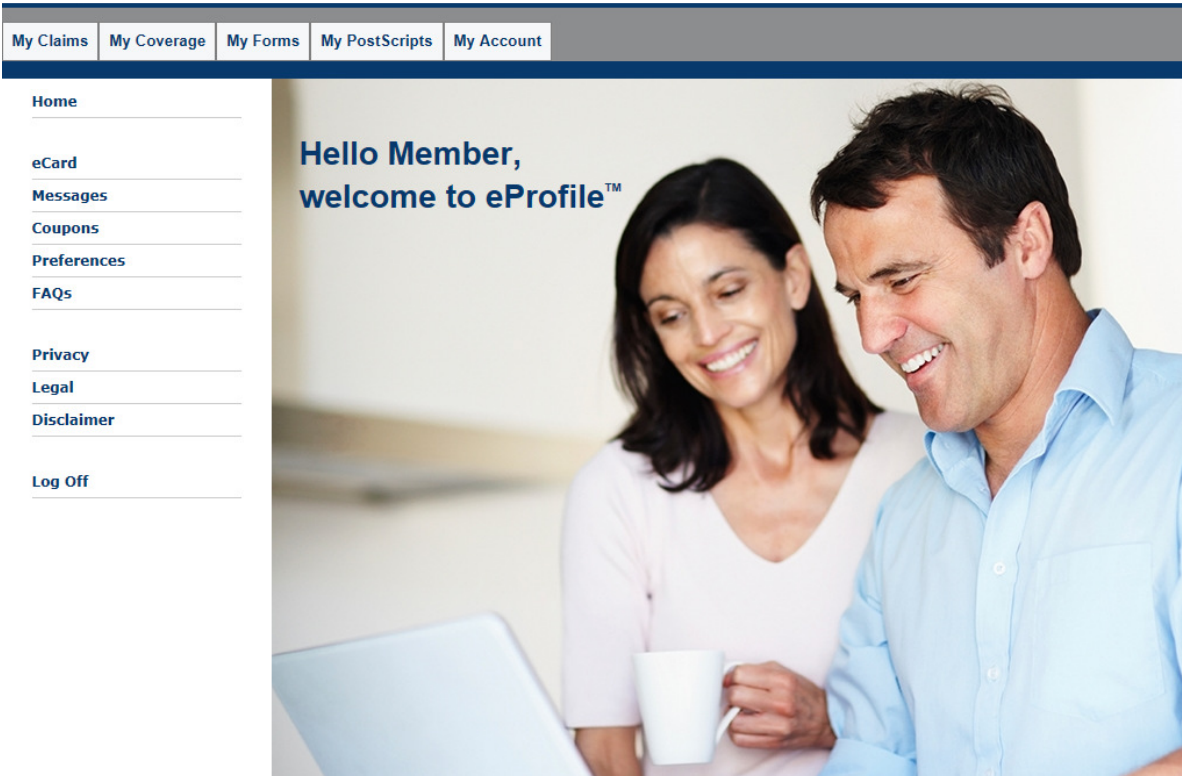


A view of the eProfile mobile version!

..And the desktop version!







Member Demo
Group 5319 • Certificate 531920DEMO



My eProfile™ : eCard

A digital copy of your OneCard is available under *eCard!*

Benefits provided under the terms of your benefit plan

 Drug
  Dental
  EHC
  Travel

Dental BIN: **610099** Drug BIN: **610019**

DEMO	MEMBER
Cert. 531917DEMO	
Group 005319	
D.O.B 15/07/1971	

Group Source

The *My Claims* tab allows you to see claims in process and the totals of claims you've already made

< Previous

 View Claims

 Claim Totals

Group Source



Welcome Men
Want to receive yo
for **Direct Depo:**

The *My Coverage* tab will provide you answers to your coverage questions but if you are looking for further information, you can contact our team directly via email under *Ask A Question!*

< Previous

 Ask A Question

 View My Plan Coverage

Group Source



Welcome Men
Want to receive yo
for **Direct Depo:**

My Account gives you easy access to update your direct deposit info or the *Wellness Profile* mentioned at the setup of your eProfile

< Previous

 Direct Deposit Information

 Wellness Profile

Group Source



Welcome Men
Want to receive yo
for **Direct Depo:**