



Getting started with your new employee benefits plan



You are receiving this message because you have recently been enrolled in your Employer's group benefits plan provided by GroupSource.

GETTING STARTED WITH YOUR BENEFITS IS EASY! HERE'S WHAT YOU NEED TO DO:

① Login to your myGroupSource account

Go to www.mygroupsource.ca or download the **myGroupSource app** from the Apple App Store or Google Play. Log in using the username & password found in your myGroupSource invitation that you received by email or mail.

If you have not received your myGroupSource invitation yet, please let us know using the contact information listed below.

② Save your oneCard

Enclosed is your oneCard which can be stored in your wallet or take a photo of it to save in your phone. This is the benefits card that you'll need to present to your doctor, dentist, or pharmacy.

myGroupSource is your portal for quick, easy, and secure access to benefits information and services, wherever you are, on any device.

- Use your phone to submit a photo of your claims receipt, or enter information to submit your claims on your computer or phone
- Check the status of your claims and view your claims history
- Review your benefits balance and coverage details
- Update banking information for direct deposit
- Access claim forms, benefit handbooks and FAQs

Log in to your myGroupSource account to read brochures, and get forms related to your plan. These will help you understand the coverage details of your employee benefits plan.

If you have any questions, you can contact your company's Plan Administrator, or reach us at the toll-free phone number or email below.

Welcome to GroupSource!

Sincerely,
The GroupSource Team