

### This Quick Guide is to assist you with the Canada MyHR Benefits Enrolment process.

1. Log into MyHR at [myhr.savers.com](http://myhr.savers.com) with your username and password.

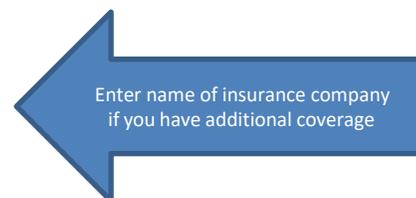
**NOTE:** Your username is usually generated at the time of hire.

2. Go to [Savers Employee Self Service CA](#)

- Then to [My Personal Information](#). Verify address and contact information is correct
- Complete the steps below if you have other Extended Health and Dental coverage. If no Extended Health and Dental coverage, click [Back](#) and go to Number 3.
  - click the [Update](#) button under Basic Details
  - select "Correct or complete the current details" then [Next](#) button
  - Under Other, in the "Name of Non-VVS Medical Plan", type the name of your other insurance company
  - Click [Next](#) button then verify the changed info and finally [Submit](#) button

*This is when you (the Team Member) are covered by another health/dental plan. For example, your spouse also covers you under his/her plan. If your spouse or child(ren) have other coverage, see #5 of Step 1.*

A screenshot of a web form with several dropdown menus and text input fields. The field 'Name of Non-VVS Medical Plan' is circled in red. Other visible fields include 'Gender' (Male), 'Marital Status' (Married), 'Email Address', 'Communication Language' (American English), and 'CAN SAV Expire Date'. At the bottom are buttons for 'Cancel', 'Save For Later', 'Back', and 'Next'.



3. Go to [Savers Employee Self Service CA](#)

Then [My Benefits under My Benefits Information](#)

4. Select "**Accept**" then Next on the Legal Disclaimer screen, if needed. [This is your electronic signature page. This does not enrol you in (or waive you from) Benefits.]

### Step 1: Update Dependents (If no Dependents, hit Next and skip to Step 2 - Update/Enrol in Benefits)

1. On the Dependents and Beneficiaries screen, review your dependents and beneficiaries.
2. To add new dependents to the plan, click the [Add Another Person](#) button (*circled in picture below*).
3. If you need to correct (or update) a current dependent info, click the pencil icon (on right).
4. This screen is informational only. Beneficiary designation must be done by paper form, located on the vv.ia.ca site.

A screenshot of a table with columns: Name, Relationship, Social Security Number, Birth Date, and Update. The 'Add Another Person' button is circled in red. The table contains one row with 'Spouse' as the relationship and '23-Jan-1972' as the birth date. A pencil icon is in the 'Update' column.

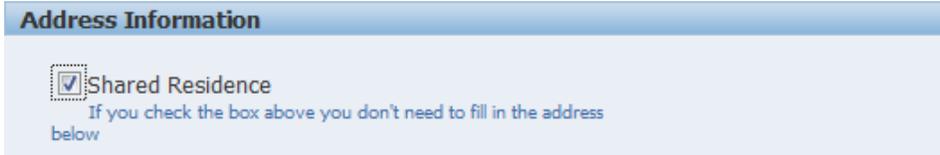


5. Under Relationship, make sure to use the proper relation (child, spouse, common law, or common law spouses' child).
  - The start date should be the date of your marriage/birth/ Common Law Relationship.
    - Dates are in DD-MMM-YYYY format. (e.g. April 1, 2014 is entered as: 01-APR-2014.)

A screenshot of a form titled 'Name and Relationship'. The 'Relationship' dropdown is set to 'Spouse'. The 'Relationship Start Date' is '03-Oct-1998'. Below are fields for 'Title' (Mrs.), 'First Name', 'Middle Name', and 'Last Name'. A large green arrow points to the 'Relationship' dropdown.



- Required fields are first name, last name, gender, Social Security Number (Social Insurance Number), and date of birth
- For dependents, you should check the **“Shared Residence”** box under Address info.



- If your dependent has other Extended Health and Dental coverage,
  - Under Miscellaneous Information then Other Non-VVS Medical Coverage, in the “Name of Non-VVS Medical Plan”, type the name of your other insurance company



*This is when your spouse or child is covered by another health/dental plan. For example, your spouse also is covered under his/her plan. You must complete this step for each person; so if your spouse and children have other coverage, please enter this under each of them. If you have other coverage, see #2 at the top of the first page.*

6. Once you have all of the information added, click **Apply** to add the dependent information to your record.
7. Click **Add Another Person** again as needed to add other dependent(s).

## Step 2: Update/Enrol in Benefits

1. Click **Nex** to go past the Dependent and Beneficiaries screen. Select the option for Savers Health & Benefits (Canada). Click **Next** to continue.



2. On the Benefit Enrolments screen you will see if you are currently enrolled in any coverage. Click **Update Benefits** to make changes.
  - The system will prompt you if you are not eligible to make changes to your coverage.



**NOTE: Benefits shown above are a sample and may not be available to all Team Members.**

3. Make eligible benefit selections on following screen. Click **Next** once completed.

- You may click **“Add a dependent and Beneficiary”** button at the bottom if you need to add a dependent for any coverage options (See **Step 1** to Update Dependents and Potential Beneficiaries). If not going to add dependent(s), click hit the Next Button.

4. On the Dependent Selection Screen, the system will advise you if action is needed

- If you elected coverage for more than yourself place a **“☑”** next to each person on the Dependent Selection screen then click **Next** to proceed.



Community  
Donation  
Center

**Dependent Selection**

✓ TIP Missing Persons may not be family members or are ineligible.

Health Plan : Extended Health & Dental Plan Team Member + Family

| Relationship      | Social Security Number | Eligible | Ineligibility Reason | Cover                               |
|-------------------|------------------------|----------|----------------------|-------------------------------------|
| Child             |                        | Yes      |                      | <input checked="" type="checkbox"/> |
| Child             |                        | Yes      |                      | <input type="checkbox"/>            |
| Common Law Spouse |                        | Yes      |                      | <input type="checkbox"/>            |

**Add Dependents**

The people listed above are eligible for dependent coverage. Please add any dependents you want to cover and restart the enrollment process.

[Add Dependents](#)

[Back](#) [Next](#)

Click **Next** to proceed.

- The next screen is the final confirmation page of your benefits.
  - Warnings at the top will be displayed for any action items regarding your enrolment (e.g. needing to complete MSP application). **Beneficiary forms must be printed and mailed to address on form.**
  - You may print confirmation statement of benefits on this page. **(Keep a copy for your records.)**

**!! Warning You may see Double Coverage or Deduction- Please note that you'll only have one deduction and coverage!!**



| Plan   | Option          | Coverage Start Date | Coverage | Your Pre-tax Contribution | Your After-tax Contribution |
|--|-----------------|---------------------|----------|---------------------------|-----------------------------|
| Health Plan - Silver Extended Health + Dental Plan           | Team Member + 1 | 01-Jan-2013         |          | \$2.00                    | \$2.00                      |
| Provincial Insurance - Medical Services Plan - BC(Suspended) | Team Member + 1 | 01-Jan-2017         |          | \$0.00                    | \$0.00                      |
| Basic Life - Company Paid Life Insurance                     |                 | 01-Jan-2013         |          | \$0.00                    | \$0.00                      |
| Basic Life Spouse - Company Paid Life Insurance - Spouse     |                 | 01-Jan-2013         | 3000.00  | \$0.00                    | \$0.00                      |
| Basic Life Child - Company Paid Life Insurance - Child       |                 | 01-Jan-2017         | 2500.00  | \$0.00                    | \$0.00                      |
| AD & D - Company Paid AD&D                                   |                 | 01-Jan-2013         |          | \$0.00                    | \$0.00                      |
| AD & D - Company Paid AD&D                                   |                 | 01-Jan-2013         |          | \$0.00                    | \$0.00                      |
| LTD - Company Paid LTD                                       |                 | 01-Aug-2013         |          | \$0.00                    | \$0.00                      |
| STA - Company Paid Business Travel Accident                  |                 | 01-Jan-2013         |          | \$0.00                    | \$0.00                      |
| EFAP - Company Paid Employee & Family Assistance Program     |                 | 01-Jan-2013         |          | \$0.00                    | \$0.00                      |

- Once you have reviewed your information as needed click **Finish** to be taken back to the Benefit Enrolments" page.
  - You may update/make changes to your elections through the Enrolment period listed at the top of the page.

If you have questions about the health plans, go to [vv.ia.ca](http://vv.ia.ca), or call 1-855-688-7957.

If you need assistance with the enrolment process, contact [PeopleServices@Savers.com](mailto:PeopleServices@Savers.com) or call 1-800-259-0004.

