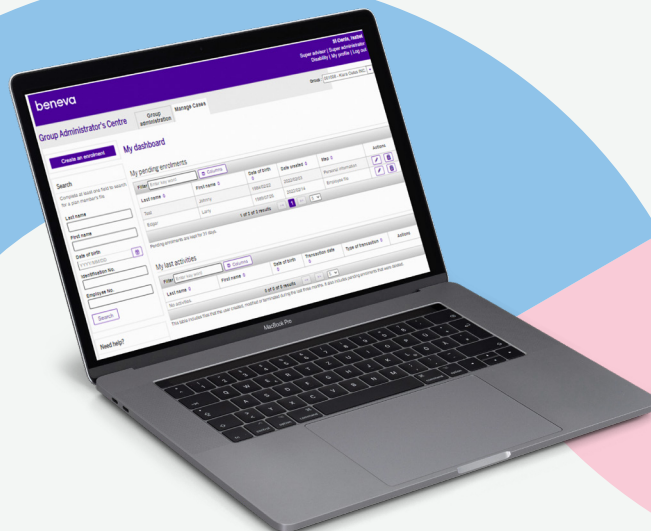


Group Administrator's Centre Guide



To ensure effective group insurance plan management for your plan members, be sure to keep their information up to date. Beneva must be notified of any changes within 30 days.

1. New enrollment

New plan members must be enrolled within 31 days of their effective date to avoid subjecting their enrollment to **evidence of insurability**.

2. Change in salary

It's important to keep plan member salaries up to date to ensure accuracy of **premiums and benefit payments**.

3. Change in employment status

Unpaid leave, disability, retirement, termination, etc.

It's important to ensure that plan member files are always up to date to ensure that **the appropriate coverage is in place according to their employment status**.

4. Type of coverage

Individual, family, etc.

It's important to keep plan member coverage up to date to ensure accuracy of **premiums and benefit payments**.

5. Dependants

It's important to keep dependant information up to date to ensure accuracy of **premiums and benefit payments**.

6. Optional life insurance*

Verify that the billed amounts accurately reflect the desired coverage.

7. Employees reaching age 65

Please refer to the provisions listed in the contract to validate coverage duration.

8. Converting coverage upon termination

Converting Life Insurance and Health Insurance benefits

Please inform the employee that requests for:

- **Life insurance conversion** must be received by the insurer within 31 days
- **Health insurance conversion** must be received by the insurer within 60 days

9. Review your administrator list

To ensure **security and access control of your account**, promptly remove administrators who no longer work for the organization.

* Applicable according the terms of the contract.

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