MH FOR YOUR BENEFIT

Post Renewal Administration Checklist

Review Information on Plan Sponsor Site

- [ ] Ensure salaries are correct (if applicable)
  ** Salary information often impacts the eligible benefit amounts for Life Insurance, AD&D, Short-term and Long-term Disability coverages.*

- [ ] Confirm that all members on your invoice are still active/eligible employees
  ** Terminate employees who are no longer eligible, and enroll members within 31 days of their eligibility date*

- [ ] Review your next invoice, and update payroll deductions for employee paid premiums, if applicable
  ** Payroll deductions may also require adjustment **off-renewal** should any changes be made to plan design, salaries, plan member benefit selection (Single, Family, Waived), change in province of residence, or when a plan member reaches a specific age resulting in a reduction or termination of coverage.*

- [ ] Notify Plan members if they have excess coverage in excess of the current Non-Evidence Maximums (if applicable):
  Non-Evidence Maximums for Life Insurance & Disability Benefits

- [ ] **IMPORTANT:** Do you have a corporate policy in place on how you handle the benefits for an employee who is unable to work due to illness or injury?
  Continuation of Benefits while on Disability

Resources and Tools

- [ ] Do you have access to the Plan Administration site?
- [ ] Would you like training on the Carrier Plan Administration site?
- [ ] Reach out if you would like one-on-one Plan Administration training on Best Practices

Visit our dedicated Resource section on our website for both Plan Administrators and Plan Members. Access valuable resources and essential information that will streamline benefit administration and help members take full advantage of their group benefits program.

** This is not a legal document, and is intended solely for informational purposes.*

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