

“NEW” Manulife On-Line Claims Submission

Through the Manulife website, group benefit members have the option of using the On-Line Claims Submission for extended health and dental claims. This service allows employees to be reimbursed up to 70% faster than by cheque. Employees can now track claims more easily with the new website design. If you require any assistance, you may call the **Manulife Customer Service at 1-800-268-6195**.

Instructions to File an On-Line Claim

Step 1: If you **are not** registered for online services, it is necessary to set up a profile through the Manulife website link listed below. **Information required to set up an account can be found on the Manulife group benefits card.**

<https://wwwec7.manulife.com/GBPlanMemberUI/Register.aspx>

Step 2: Go to the Manulife website at www.manulife.ca

Step 3: Under “Group Benefits” select “Member”.

Step 4: Left side select “Login/Register”.

Step 5: Login to “Plan Member e-Services” using the “Plan Contract #” Continue.

Step 6: Login to your “Plan Member Secure Site” using the “Plan Contract #, Certificate Number and Password”.

Step 7: Right side under “Quick Links” select “Online Claims” follow the online instructions to submit a claim.