



Electronic Onboarding

EMPLOYEE GUIDE

VERSION 4.0
NOVEMBER 23, 2022

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Logging into the enrollment dashboard

Employee receives invitation to complete their benefits application

Once you've been added to the member enrollment dashboard by your plan administrator, you will receive an email with the subject "Complete your benefits application". Open this email and click the "Let's get started" button to start the application.

Complete your benefits application

 Saskatchewan Blue Cross <groupservicecentre@sk.bluecross.ca>
To:  Test User 1
 If there are problems with how this message is displayed, click here to view it in a web browser.



Welcome to Saskatchewan Blue Cross!

Use the button below to get started with enrolling in your benefits.

LET'S GET STARTED!

Having trouble? Copy and paste the following link into one of our supported browsers (Chrome, Safari or Edge).
https://portal-uat.sk.bluecross.ca/GEO_EP_UI/ProfileWizard?EmployeeToken=IP09LXMTSNBDsBKBPP7IvxuQueJe



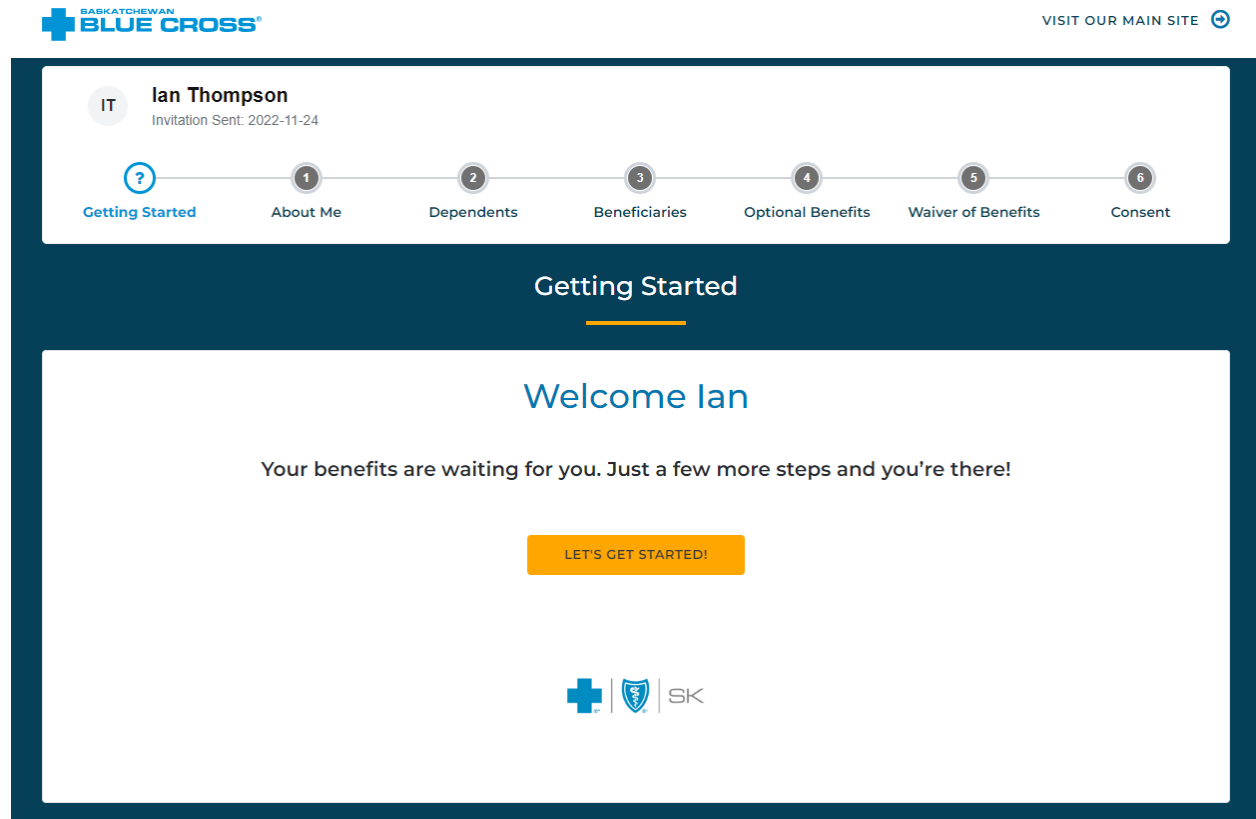
We're here to make it easy. Need help or have questions?
Contact your plan administrator, or call us at 306-667-5861 or email groupservicecentre@sk.bluecross.ca

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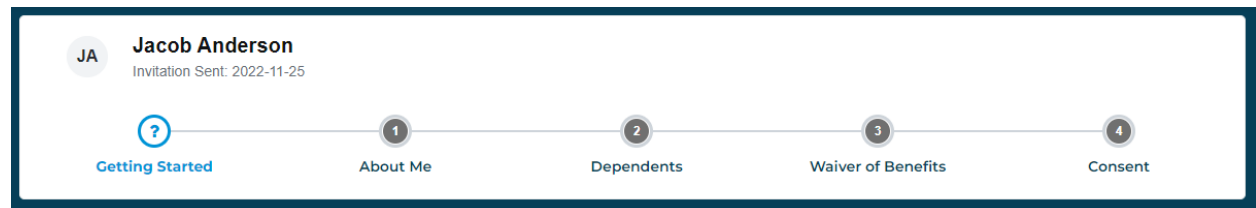
Navigate to the Getting Started page

Once you arrive at the Getting Started page, you'll see your name and a progress bar. The progress bar shows which step of the enrollment process you are currently on. Note that the grey icons here indicate the sections are currently incomplete; sections in green indicate completion.



The screenshot shows the 'Getting Started' page for Ian Thompson. At the top left is the Saskatchewan Blue Cross logo. At the top right is a link to 'VISIT OUR MAIN SITE'. Below the logo, the user's name 'Ian Thompson' and 'Invitation Sent: 2022-11-24' are displayed. A progress bar follows, with seven steps: 'Getting Started' (marked with a question mark), 'About Me', 'Dependents', 'Beneficiaries', 'Optional Benefits', 'Waiver of Benefits', and 'Consent'. The 'Getting Started' step is highlighted in blue, while the others are grey. Below the progress bar, the heading 'Getting Started' is centered. Underneath, a large white box contains the text 'Welcome Ian' and 'Your benefits are waiting for you. Just a few more steps and you're there!'. A yellow button labeled 'LET'S GET STARTED!' is centered below the text. At the bottom of the white box are the logos for Saskatchewan Blue Cross and SK.

Depending on your group benefits plan, some sections of the enrollment process will not be visible. For example, you may not see the Beneficiaries or Optional Benefits section if your plan offers Health and Dental benefits only.



The screenshot shows the 'Getting Started' page for Jacob Anderson. At the top left is the Saskatchewan Blue Cross logo. At the top right is a link to 'VISIT OUR MAIN SITE'. Below the logo, the user's name 'Jacob Anderson' and 'Invitation Sent: 2022-11-25' are displayed. A progress bar follows, with five steps: 'Getting Started' (marked with a question mark), 'About Me', 'Dependents', 'Waiver of Benefits', and 'Consent'. The 'Getting Started' step is highlighted in blue, while the others are grey. Below the progress bar, the heading 'Getting Started' is centered. Underneath, a large white box contains the text 'Welcome Ian' and 'Your benefits are waiting for you. Just a few more steps and you're there!'. A yellow button labeled 'LET'S GET STARTED!' is centered below the text. At the bottom of the white box are the logos for Saskatchewan Blue Cross and SK.

To begin your member benefits enrollment, click the “Let’s Get Started” button.

The screenshot shows the 'Getting Started' page for member Ian Thompson. At the top, the Saskatchewan Blue Cross logo is on the left and 'VISIT OUR MAIN SITE' is on the right. Below the logo, the member's name 'Ian Thompson' and 'Invitation Sent: 2022-11-24' are displayed. A progress bar shows seven steps: 'Getting Started' (1), 'About Me' (2), 'Dependents' (3), 'Beneficiaries' (4), 'Optional Benefits' (5), 'Waiver of Benefits' (6), and 'Consent' (7). The 'Getting Started' step is highlighted with a question mark icon. The main content area says 'Welcome Ian' and 'Your benefits are waiting for you. Just a few more steps and you're there!'. A yellow button labeled 'LET'S GET STARTED!' is highlighted with a red box. At the bottom, the Saskatchewan Blue Cross and SK logos are shown.

Entering your About Me information

Complete the “About Me” section and select “Next” when finished.

The screenshot shows the 'About Me' page for member Ian Thompson. The progress bar at the top shows 'About Me' as the current step (1), with 'Getting Started' (2), 'Dependents' (3), 'Beneficiaries' (4), 'Optional Benefits' (5), 'Waiver of Benefits' (6), and 'Consent' (7) as subsequent steps. The 'About Me' section contains the following information:

Email *	ithompson@test.com	Marital Status *	Legally Married
Date of Birth *	29/12/1979	Sex *	Male
Phone Type *	Home	Phone Number *	(639) 916-0327
Mailing Address *	102 81st	Optional Address Line 2	
Country *	Canada	Province *	Saskatchewan
City *	Saskatoon	Postal Code *	S7K 8L0

*Common Law Spouse: A common law spouse is defined as someone who has continuously resided with the Member for not less than one full year, having been in a conjugal relationship.
*Sex: Male/Female/Intersex/Undisclosed - Why do we ask? Some health conditions are more likely to occur based on sex. As a result, sex is used to assess your coverage. We recognize your sex may differ from your gender identity.

A yellow button labeled 'NEXT' is highlighted with a red box at the bottom of the page.

You'll be automatically navigated to the next section, and a Success message will appear. Note that the color of the **About Me icon** will turn to green, indicating that this section is complete. As you progress through each step, the icon at each completed step will turn green.

The screenshot displays the user interface for a Saskatchewan Blue Cross account. At the top left is the logo for Saskatchewan Blue Cross. A green notification banner at the top center states "Your information has been saved." Below this, the user's name "Ian Thompson" and "Invitation Sent: 2022-11-24" are shown. A progress bar with seven steps is visible: "Getting Started", "About Me", "Dependents", "Beneficiaries", "Optional Benefits", "Waiver of Benefits", and "Consent". The "About Me" step is highlighted with a green circle and a red box, indicating it is complete. The "Dependents" section is currently active, with the heading "Dependents" and a question: "Do you have a spouse, common law spouse, or child(ren) to add to your policy?". Below the question, there is explanatory text: "Please add all eligible children to your policy here. If you need to waive their coverage due to coverage through another plan, you can do so under the Waiver of Benefits step." and "If you don't have any dependents, click 'Next'." A link "Who are Dependents?" is also present.

Entering your Dependents' information

To add a spouse or child as dependent, click the **"Add Spouse/Dependent"** button. If you have no dependents to add, click the **"Next"** button to skip to the next section. You can also navigate to the previous section by clicking the **"Back"** button.

Please note, if you have listed your marital status as **"Legally Married"** or **"Common Law"**, you will be required to add your spouse's information as a dependent.


If you need more details on who would be considered a dependent, click on the information icon to see definitions of a dependent.

Dependents

Do you have a spouse, common law spouse, or child(ren) to add to your policy?

Please add all eligible children to your policy here. If you need to waive their coverage due to coverage through another plan, you can do so under the Waiver of Benefits step.

If you don't have any dependents, click 'Next'.

Who are Dependents 

ADD SPOUSE / DEPENDENT

BACK NEXT

After clicking the **"Add Spouse/Dependent"** button, a popup will open. Enter your dependent's first and last name, choose a category (Spouse or Child), and enter their date of birth and sex. After entering all required information, click **"Save Dependent"**.

Enter Dependent Information

First Name *
Lucy

Last Name *
Campbell

Dependent Category *
Spouse

Date of Birth *
09/01/1980

Sex *
Female

*Common Law Spouse: A common law spouse is defined as someone who has continuously resided with the Member for not less than one full year, having been in a conjugal relationship.

*Sex: Male/Female/Intersex/Undisclosed: Why do we ask? Some health conditions are more likely to occur based on sex. As a result, sex is used to assess your coverage. We recognize your sex may differ from your gender identity.

SAVE DEPENDENT

You will see a success message and a table containing the added dependent's information. Click **"Add Dependent"** button to add another dependent or **"Next"** to proceed to the next section.

BLUE CROSS SK

Dependent Added!

IT **Ian Thompson**
Invitation Sent: 2022-11-24

Getting Started About Me **Dependents** Beneficiaries Optional Benefits Waiver of Benefits Consent

Dependents

Do you have any additional dependents to add to your policy?

Who are Dependents? ⓘ

ADD DEPENDENT

Type	First Name	Last Name	Birth Date	Date of Cohabitation	Sex	Student	Disabled	
Child	Jeremy	Thompson	2 Jan 2001	N/A	Male	Yes	No	✗
Spouse	Lucy	Campbell	9 Jan 1980	N/A	Female	N/A	N/A	✗

1 to 2 of 2 items

BACK **NEXT**

Adding dependent children

Complete all required fields to enter your dependents' information. If your child is between 21 and 25 years of age or will be turning 21 within 60 days, check the Student (College/University) checkbox. If your dependent child is over the age of 26 but is considered to be continuously disabled, check the Disabled checkbox. If your child is over the age of 21 and is not enrolled full time in College or University or is not disabled, they are not eligible to be added to your plan.

When you have entered all required information, click the "Save Dependent" or "Add Dependent" button.

The screenshot shows a web form titled "Enter Dependent Information". The form has the following fields and values:

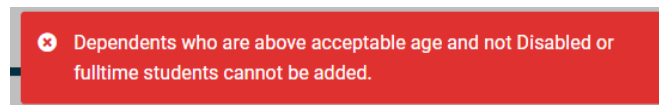
- First Name: Jeremy
- Last Name: Thompson
- Dependent Category: Child (dropdown menu)
- Date of Birth: 02/01/2001
- Sex: Male (dropdown menu)
- Disabled:
- Student (College/University):

Below the form, there are two lines of small text:

- *Common Law Spouse: A common law spouse is defined as someone who has continuously resided with the Member for not less than one full year, having been in a conjugal relationship.
- *Sex: Male/Female/Intersex/Undisclosed: Why do we ask? Some health conditions are more likely to occur based on sex. As a result, sex is used to assess your coverage. We recognize your sex may differ from your gender identity.

A yellow button labeled "SAVE DEPENDENT" is located at the bottom of the form, highlighted with a red rectangular border.

If the dependent you are entering is not eligible to be added to your plan, you will receive an error message.



About dependent children

In order to be listed as a dependent on your plan, dependent children must:

- Be dependent upon the employee for financial care and support, and
- Not legally married or in a common-law relationship that is one full year or more in duration, and
- Be less than 21 years of age; or if 21 years of age but less than 26 years, they must be attending an accredited educational institute, college or university on a fulltime basis

Unmarried children over 21 years of age can also qualify as dependents if they are dependent upon the member by reason of a mental or physical disability and have been continuously disabled prior to turning 21 years old. Unmarried children who became totally disabled while attending an accredited educational institution, college or university on a full-time basis prior to their turning 26 years old and have been continuously disabled since that time shall also qualify as a dependent.

Removing a dependent

To remove a dependent, click the “X” icon associated with the dependent.

Dependent Added!

IT **Ian Thompson**
Invitation Sent: 2022-11-24

Getting Started About Me **Dependents** Beneficiaries Optional Benefits Waiver of Benefits Consent

Dependents

Do you have any additional dependents to add to your policy?

Who are Dependents? ⓘ

ADD DEPENDENT

Type	First Name	Last Name	Birth Date	Date of Cohabitation	Sex	Student	Disabled
Child	Jeremy	Thompson	2 Jan 2001	N/A	Male	Yes	No
Spouse	Lucy	Campbell	9 Jan 1980	N/A	Female	N/A	N/A

1 to 2 of 2 items

BACK **NEXT**

A confirmation popup will appear. Click “Yes”.

Are you sure you want to remove this dependent?

YES **NO**

ADD DEPENDENT

Type	First Name	Last Name	Birth Date	Date of Cohabitation	Sex	Student	Disabled
Child	Jeremy	Thompson	2 Jan 2001	N/A	Male	Yes	No
Spouse	Lucy	Campbell	9 Jan 1980	N/A	Female	N/A	N/A

1 to 2 of 2 items

BACK **NEXT**

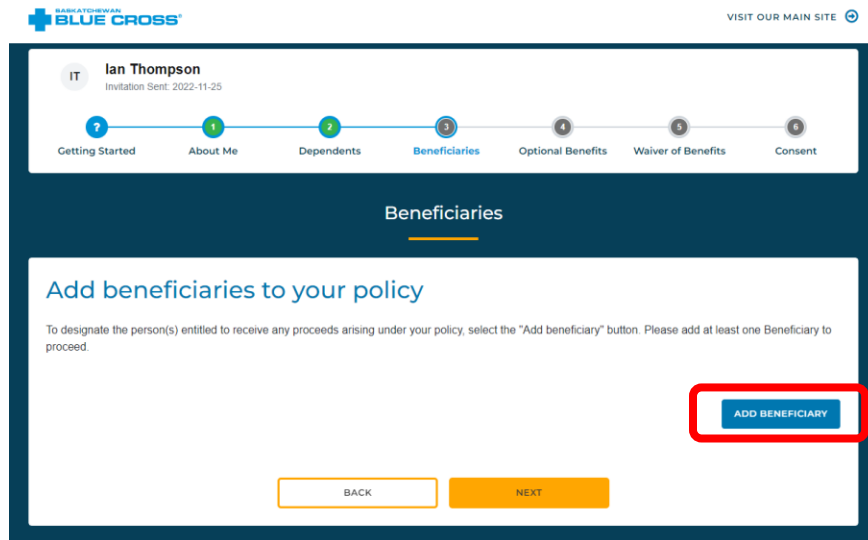
Adding beneficiary information

**Depending on your group benefits plan, this section may or may not appear.*

If this section appears as part of your enrollment application, must add at least one beneficiary in order to complete your application.

Enter beneficiary information

To add a beneficiary, click **“Add Beneficiary”**.



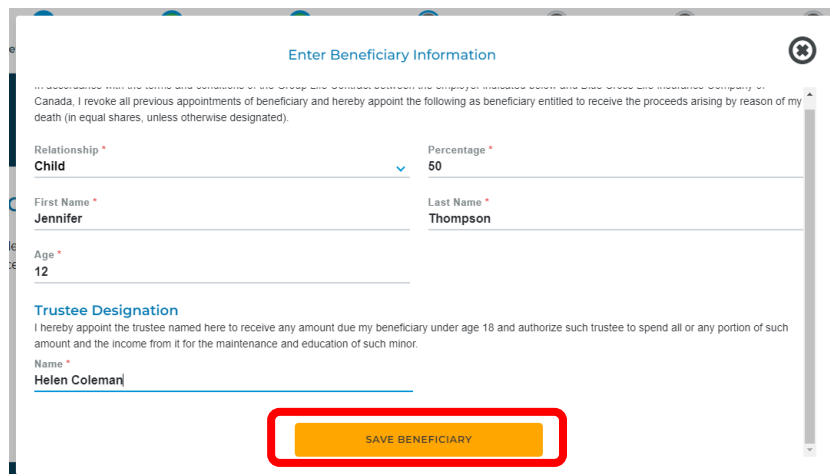
The screenshot shows the Blue Cross enrollment application interface. At the top, the user's name is 'Ian Thompson' with an invitation sent on 2022-11-25. A progress bar indicates the current step is 'Beneficiaries' (step 3), with previous steps being 'Getting Started', 'About Me', and 'Dependents', and future steps being 'Optional Benefits', 'Waiver of Benefits', and 'Consent'. The main heading is 'Beneficiaries' with a sub-heading 'Add beneficiaries to your policy'. Below this, there is a text instruction: 'To designate the person(s) entitled to receive any proceeds arising under your policy, select the "Add beneficiary" button. Please add at least one Beneficiary to proceed.' A red box highlights the 'ADD BENEFICIARY' button. At the bottom, there are 'BACK' and 'NEXT' buttons.

Fill out all required fields. When complete, click **“Save Beneficiary”**.

Relationship: If you select “Estate”, fields that are not applicable will be disabled.

Percentage: Allocate the percentage of your policy benefits that you want to designate for this beneficiary. You can choose any percentage between 1 and 100 percent. You must allocate a total of 100% between all beneficiaries.

Age: If your beneficiary is under the age of 18, you must appoint a Trustee. The Trustee Designation will automatically appear for completion.



The screenshot shows the 'Enter Beneficiary Information' form. It includes a disclaimer at the top. The form fields are: Relationship (Child), Percentage (50), First Name (Jennifer), Last Name (Thompson), and Age (12). Below these fields is a 'Trustee Designation' section with the text: 'I hereby appoint the trustee named here to receive any amount due my beneficiary under age 18 and authorize such trustee to spend all or any portion of such amount and the income from it for the maintenance and education of such minor.' The Name field is filled with 'Helen Coleman'. A red box highlights the 'SAVE BENEFICIARY' button at the bottom.

After saving a beneficiary, a success message will appear, and the added beneficiary will be displayed in the table.

The screenshot shows the 'Beneficiaries' section of the Blue Cross Saskatchewan website. At the top, a green success message 'Beneficiary Added!' is displayed. Below it, a progress bar shows the current step is 'Beneficiaries'. The main content area contains the text: 'Your beneficiaries are listed below. If you're ready to continue, click "Next".' Below this is a table titled 'Beneficiary List' with the following data:

First Name	LastName	Age	Relationship	Percentage
Jeremy	Thompson	21	Child	50

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

Once your list of beneficiaries is complete, click "Next" to continue. If you click "Next" before 100% of your benefits have been allocated, you will receive an error message.

The screenshot shows the 'Beneficiaries' section of the Blue Cross Saskatchewan website. At the top, a red error message is displayed: 'It seems like the Beneficiaries section is incomplete. Please ensure the amount for all beneficiaries combined is equal to 100%'. Below it, a progress bar shows the current step is 'Beneficiaries'. The main content area contains the text: 'Your beneficiaries are listed below. If you're ready to continue, click "Next".' Below this is a table titled 'Beneficiary List' with the following data:

First Name	LastName	Age	Relationship	Percentage
Jeremy	Thompson	21	Child	60
Lucy	Campbell	42	Spouse	30

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

Adding additional beneficiaries

To add another beneficiary, click the "Add Beneficiary" button.

IT **Ian Thompson**
Invitation Sent: 2022-11-25

1 Getting Started 2 About Me 3 Dependents 4 Beneficiaries 5 Optional Benefits 6 Waiver of Benefits 7 Consent

Beneficiaries

Your beneficiaries are listed below. If you're ready to continue, click "Next".

ADD BENEFICIARY

Beneficiary List

First Name	LastName	Age	Relationship	Percentage		
Jeremy	Thompson	21	Child	50		

1 to 1 of 1 items

BACK NEXT

When adding additional beneficiaries, you will see a message indicating the remaining percentage you have left to allocate.

Enter Beneficiary Information

In accordance with the terms and conditions of the Group Life Contract between the employer indicated below and Blue Cross Life Insurance Company of Canada, I revoke all previous appointments of beneficiary and hereby appoint the following as beneficiary entitled to receive the proceeds arising by reason of my death (in equal shares, unless otherwise designated).

Relationship *
Select a Relationship

Percentage *
Enter a Value 1-100

First Name *
Enter First Name

Last Name *
Enter Last Name

Age *
Enter an Age

The total percentage for all beneficiaries combined must equal 100. Please update the number of beneficiaries or edit shares to proceed. You have 50% remaining to allocate.

SAVE BENEFICIARY

1 of 1 items

If existing beneficiaries are already listed, the percentage allocated to the new beneficiary plus the existing beneficiaries cannot exceed 100%. If exceeded, an error message will appear and the beneficiary cannot be added. The message will display the amount remaining to be allocated.


The screenshot shows a form titled "Enter Beneficiary Information". It contains the following fields and values:

- Relationship: Spouse
- Percentage: 50
- First Name: Lucy
- Last Name: Campbell
- Age: 42

A red error message box is displayed at the bottom of the form, stating: "The total percentage amount for all beneficiaries should not exceed 100. You have 40% remaining to allocate." Below the error message is a yellow "SAVE BENEFICIARY" button.

Editing percentage allocations


If you need to change the percentage for a beneficiary, enter a new number in the "Percentage" column for the beneficiary. Click the save icon that is right beside the number to save the value. **The total percentage for all beneficiaries must not exceed 100%.** If the total percentage of all beneficiaries is greater than 100%, the change will not be saved.

Beneficiary List				
First Name	LastName	Age	Relationship	Percentage
Jeremy	Thompson	21	Child	50 

1 to 1 of 1 items

Removing a beneficiary

To remove a beneficiary, click the "X" icon associated with the beneficiary, then select "Yes" in the confirmation popup.

Beneficiary List				
First Name	LastName	Age	Relationship	Percentage
Jeremy	Thompson	21	Child	50 

1 to 1 of 1 items



SASKATCHEWAN BLUE CROSS VISIT OUR MAIN SITE



IT **Ian Thompson**
Invitation Sent: 2022-11-25

Getting Started (1) About Me (2) Dependents (3) **Beneficiaries** (4) Optional Benefits (5) Waiver of Benefits (6) Consent (7)

Beneficiaries

Your beneficiary list is empty. To add a beneficiary, click "Next".

Are you sure you want to remove this beneficiary?

Beneficiary List				
First Name	LastName	Age	Relationship	Percentage
Jeremy	Thompson	21	Child	60  

1 to 1 of 1 items

Opting into optional benefits

**Depending on your group benefits plan, this section may or may not appear.*

You may opt-in to adding optional Life or Accidental Death or Dismemberment benefits to your policy.

Opt into Life or AD&D benefits

To add optional Life or Accidental Death & Dismemberment coverage, choose the “**Opt-In**” button next to the optional benefit you want to add. If you don’t want to opt-in to any additional benefits, click “**Next**”.

IT Ian Thompson
Invitation Sent: 2022-11-25

Getting Started About Me Dependents Beneficiaries **Optional Benefits** Waiver of Benefits Consent

Optional Benefits

Would you like to add optional benefits to your policy?

Any additional or increased coverage may be subject to medical review. Premiums for Optional Life or Optional Accidental Death and Dismemberment coverage are employee-paid.

Would you like to add Optional Life Coverage?

Life coverage offers the peace of mind that in the event of your passing, financial support will be available for your family.

OPT-IN

Would you like to add Optional Accidental Death and Dismemberment Coverage?

Accidental death and dismemberment coverage provides financial security in the event that you are faced with tragic circumstances.

OPT-IN

BACK **NEXT**

After clicking the “**Opt-In**” button, complete the required information for each benefit. If you change your mind and do not want to add optional coverage, you can click “**Opt-Out**”.

Optional Benefits

Would you like to add optional benefits to your policy?

Would you like to add Optional Life Coverage?

Employee Spouse

Employee Amount (\$) Spouse Amount (\$)

OPT-OUT

Would you like to add Optional Accidental Death and Dismemberment Coverage?

Please note that only the Employee Amount is specified.

Employee Employee & Family

Employee Amount (\$)

OPT-OUT

BACK NEXT

After checking the corresponding box, the Amount field will be enabled so you can select the amount of coverage you want to add. The minimum amount is \$10,000. Click the plus button to increase the value by \$10,000 increments, and the minus button to decrease the value by \$10,000 increments.

Once you have completed all required information and selected your desired amounts, click **“Next”** to proceed to the next section.

Optional Benefits

Would you like to add optional benefits to your policy?

Would you like to add Optional Life Coverage?

Employee Spouse

Employee Amount (\$) * Spouse Amount (\$)

Would you like to add Optional Accidental Death and Dismemberment Coverage?

Please note that only the Employee Amount is specified.

Employee Employee & Family

Employee Amount (\$) *

BACK NEXT

A green success message will appear and you will be advanced to the next section.

BLUE CROSS SAKATCHEWAN

✓ Your optional benefits have been saved.

VISIT OUR MAIN SITE

IT **Ian Thompson**
Invitation Sent: 2022-11-25

1 2 3 4 5 6

Getting Started About Me Dependents Beneficiaries **Optional Benefits** Waiver of Benefits Consent

Waiving benefits

*This option is only available to those who have listed their marital status as **Legally Married** or **Common Law**. If you listed your marital status as **Single**, you will see the following screen and can click **Next** to proceed.

The screenshot shows a user interface for Julia Morrison (JM) with an invitation sent on 2022-11-24. A progress bar at the top indicates seven steps: 1. Getting Started, 2. About Me, 3. Dependents, 4. Beneficiaries, 5. Optional Benefits, 6. Waiver of Benefits (current step), and 7. Consent. The main heading is 'Waiver of Benefits'. Below it, the text reads: 'Information is not required for this section. Please click Next to continue to the next section.' At the bottom, there are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted with a red border.

This section is optional. If you would like to waive one or more of your benefits, click the **Waive a Benefit** button. If you do not want to waive any benefits, click the **Next** button.

The screenshot shows a user interface for Ian Thompson (IT) with an invitation sent on 2022-11-25. A progress bar at the top indicates seven steps: 1. Getting Started, 2. About Me, 3. Dependents, 4. Beneficiaries, 5. Optional Benefits, 6. Waiver of Benefits (current step), and 7. Consent. The main heading is 'Waiver of Benefits'. Below it, the text reads: 'Would you like to waive any of your benefits? Already have coverage with a spouse's employer plan? Before you waive your benefits, it's always a good idea to look into the advantages of having more than one plan to coordinate your benefits. If you'd like to remove one or more of your benefits, select the "Waive a Benefit" button. If not, click "Next" to continue.' At the bottom, there are three buttons: 'BACK', 'NEXT', and 'WAIVE A BENEFIT'. Both the 'NEXT' and 'WAIVE A BENEFIT' buttons are highlighted with red borders.

Choosing benefits to waive

To waive benefits, check one or more checkboxes to indicate which benefits you want to waive. You will then select which dependents you would like to waive benefits for.

The screenshot shows the 'Waiver of Benefits' form. The title is 'Waiver of Benefits'. Below the title, it says 'You've chosen to waive all or some of your benefits.' and 'Please select the benefits you'd like to waive below.' There is a 'CANCEL' button in the top right corner. The form is divided into two main sections: 'Waive' and 'Waive for'. In the 'Waive' section, there are two checkboxes: 'Health benefits' and 'Dental benefits', both of which are checked. In the 'Waive for' section, there are three radio button options: 'Myself and My Family' (which is selected), 'My Partner and Dependents Only', and 'Other'. Below these sections is a text box labeled 'Reason' containing the text 'My spouse already has coverage under their employer plan.' At the bottom of the form, there are two buttons: 'BACK' and 'NEXT'.

If you choose the Other option, you will have to indicate the names of dependents for whom you want to waive benefits.

This screenshot shows the same 'Waiver of Benefits' form, but with the 'Other' option selected in the 'Waive for' section. The 'Waive' section remains the same with 'Health benefits' and 'Dental benefits' checked. In the 'Waive for' section, the 'Other' radio button is selected, and a text box below it is labeled 'Waive for who? *'. The 'Reason' text box and the 'BACK' and 'NEXT' buttons are also present.

Once you have completed your waiver of benefits, click **“Next”** to proceed.

Waiver of Benefits

You've chosen to waive all or some of your benefits.

Please select the benefits you'd like to waive below.

Waive

- Health benefits
- Dental benefits

Waive for

- Myself and My Family
- My Partner and Dependents Only
- Other

Reason

My spouse already has coverage under their employer plan.

[BACK](#) [NEXT](#)

A green success message will appear and you will be advanced to the next section.

BLUE CROSS

VISIT OUR MAIN SITE

✔ Your waiver of benefits has been saved.

IT Ian Thompson
Invitation Sent: 2022-11-25

1 About Me 2 Dependents 3 Beneficiaries 4 Optional Benefits 5 Waiver of Benefits 6 Consent

Acknowledgement & consent and submitting your enrollment application

The final step of your enrollment application is to accept the Acknowledgement and Consent. Complete all required fields by checking the **Accept Conditions** box and adding your full name. Note that the **Date** will be pre-filled with the current day's date and cannot be changed.

To save your enrollment application and finalize your submission, click the **"Submit"** button.

The screenshot shows the 'Acknowledgement and Consent' step of an enrollment application. At the top, the Saskatchewan Blue Cross logo is on the left, and a link to 'VISIT OUR MAIN SITE' is on the right. A green notification banner at the top center reads 'Your waiver of benefits has been saved.' Below this, the user's name 'Ian Thompson' and 'Invitation Sent: 2022-11-25' are displayed. A progress bar shows six steps: 'Getting Started', 'About Me', 'Dependents', 'Beneficiaries', 'Optional Benefits', 'Waiver of Benefits', and 'Consent'. The 'Consent' step is currently active. The main heading is 'Acknowledgement and Consent'. Below this is a paragraph of legal text regarding the collection and use of personal information. Underneath the text, there are three input fields: 'Accept Conditions?' with a checked checkbox and the text 'I have read and accept the Acknowledgement and Consent.', 'Enter Your Full Name:' with the text 'Ian Thompson', and 'Date (DD/MM/YYYY):' with the pre-filled date '25/11/2022'. At the bottom, there are two buttons: 'BACK' and 'SUBMIT', both highlighted with red boxes.

SASKATCHEWAN BLUE CROSS VISIT OUR MAIN SITE

IT Ian Thompson
Invitation Sent: 2022-11-25

Getting Started About Me Dependents Beneficiaries Optional Benefits Waiver of Benefits **Consent**

Acknowledgement and Consent

I understand that the personal information I have given, as well as any other personal information currently held or provided in the future by Saskatchewan Blue Cross, Blue Cross Life Insurance Company of Canada and/or its agents may be collected, used, maintained and disclosed for the purposes of determining eligibility for coverage, underwriting, administering products and services, audit and investigation, confirming my identity, maintaining my relationship with Saskatchewan Blue Cross, and to help develop and recommend suitable products and services to me. Depending on the type of coverage I carry, limited personal information may be collected from and/or released to a third party. These include other Blue Cross® organizations, and/or their authorized agents/brokers, representatives, licensed physicians, practitioners or other healthcare providers, hospitals, clinics or other medical facilities, other health and life insurers and reinsurers, MIB, LLC, employers (past and present) government and regulatory authorities, and other third parties only when needed for a purpose stated above. I understand that my personal information will be kept confidential and secure. I understand that I may revoke my consent at any time; however, if consent is withheld or revoked, coverage may be denied or rescinded. I understand why my personal information is needed and am aware of the risks and benefits of consenting or refusing to consent to its disclosure. For additional information regarding the privacy policies of Blue Cross and/or the collection, use or disclosure of my personal information, I can visit www.sk.bluecross.ca or call 1-800-667-6853. A photocopy of this authorization shall be as valid as the original.

Accept Conditions? * I have read and accept the Acknowledgement and Consent.

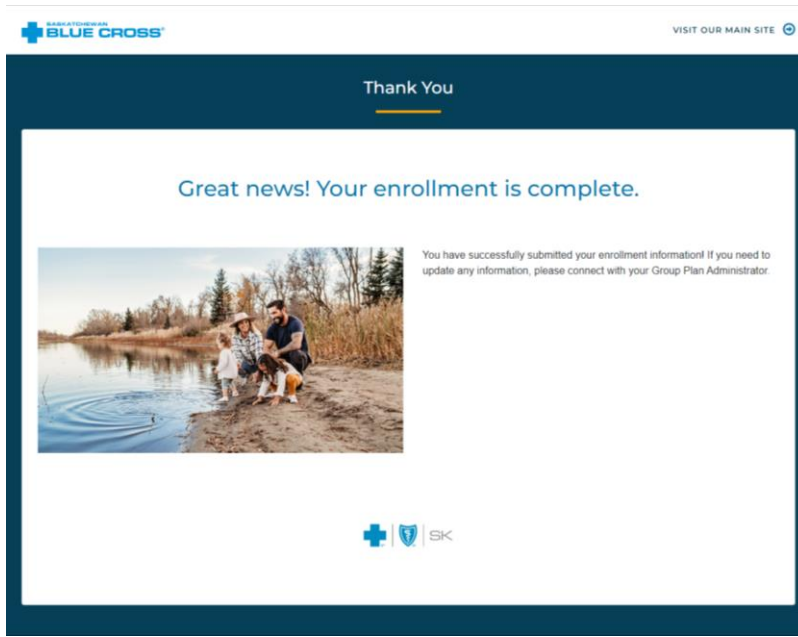
Enter Your Full Name: * **Ian Thompson**

Date (DD/MM/YYYY): * 25/11/2022

BACK **SUBMIT**

After submitting your enrollment application, you will see a success message and be redirected to the Thank You page. Your application is complete!

After you finalize and submit your application, you will no longer be able to edit your information using the online enrollment system. Please reach out to your plan administrator if you need to update your information.



Frequently Asked Questions

How are error messages handled when information is missing or invalid?

If one or more required fields contains an error or is blank, and the **“Next”** button is clicked, the corresponding field-level errors as well as a page-level error are displayed.

It seems like there are fields on this page that are filled out incorrectly or missing. Please update them to proceed.

Email *
ithompson@test.com

Date of Birth *
26/08/2025
Sorry you must be at least age 10 to continue.

Phone Type *
Home

Mailing Address *
516 2nd Ave N
This field is required.

Country *
Canada

City *
Saskatoon

Marital Status *
Select Marital Status
This field is required.

Sex *
Male

Phone Number *
3066650
Phone number format is (XXX) XXX-XXXX.

Optional Address Line 2

Province *
Saskatchewan



Postal Code *
SBK 0LP
Postal code is not recognized.


*Common Law Spouse: A common law spouse is defined as someone who has continuously resided with the Member for not less than one full year, having been in a conjugal relationship.
*Sex: Male/Female/Intersex/Undisclosed - Why do we ask? Some health conditions are more likely to occur based on sex. As a result, sex is used to assess your coverage. We recognize your sex may differ from your gender identity.

I lost the link to my application. What should I do?

Return to your inbox and find the email with the subject **“Complete your benefits application.”** Open this email and click the **“Let’s get started”** button to resume your application.

Complete your benefits application

 Saskatchewan Blue Cross <groupservicecentre@sk.bluecross.ca>
To:  Test User 1

 If there are problems with how this message is displayed, click here to view it in a web browser.



Welcome to Saskatchewan Blue Cross!

Use the button below to get started with enrolling in your benefits.

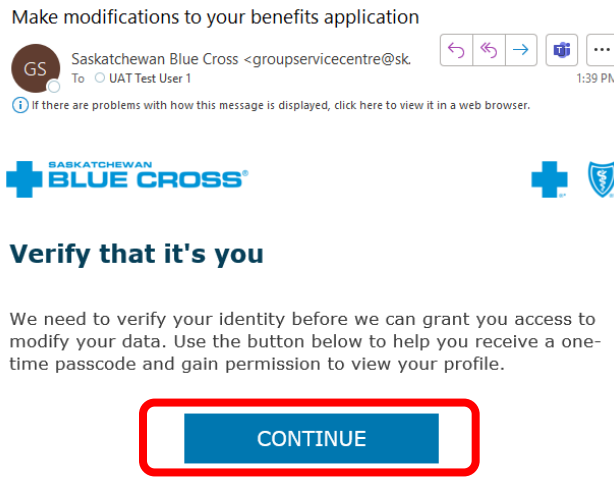
LET'S GET STARTED!

Having trouble? Copy and paste the following link into one of our supported browsers (Chrome, Safari or Edge).

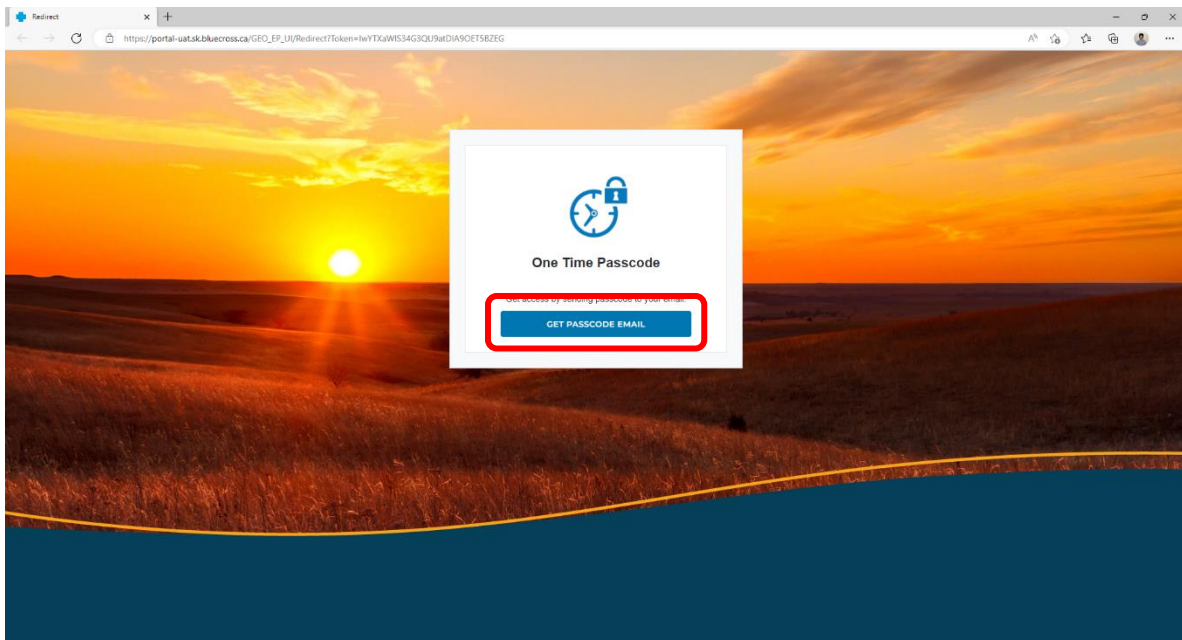
https://portal-uat.sk.bluecross.ca/GEO_EP_UI/ProfileWizard?EmployeeToken=IP09LXMTSNBDsBKBPP7IivxuQueJe



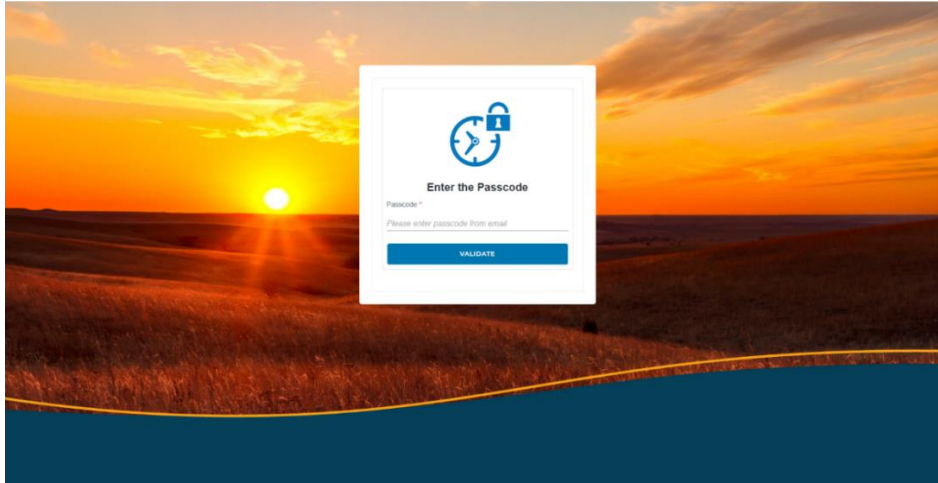
If you've accidentally deleted this email or the link has expired, please ask your plan administrator to resend your invitation email. You will need to obtain a one-time passcode and validate it to access your profile again. When the invitation arrives, the subject line will read **"Make modifications to your benefits application"**. Open the email and click the **"Continue"** button.



A one-time passcode window will open. Click **"Get Passcode Email"** to generate a one-time passcode to open your application.



On the validation screen, you'll be asked to enter your one-time passcode. Leave this tab open and return to your email inbox to retrieve your one-time passcode.



Return to your email to find your one-time passcode. Open the email with the subject **“Your one-time passcode to view the dashboard”**. Copy the 6-digit passcode from the email.

Your one-time passcode to view your profile

 Saskatchewan Blue Cross <groupservicecentre@sk.bluecross.ca>
To: UAT Test User 1
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

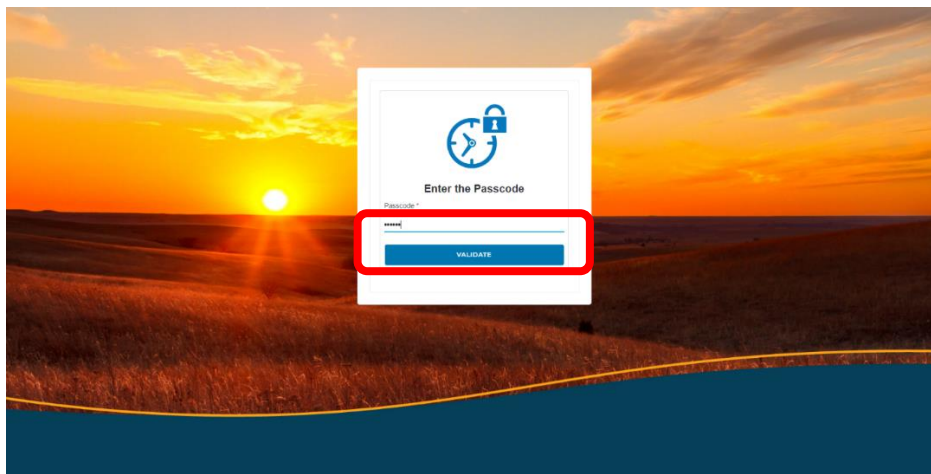


Use the passcode to view your dashboard

652078

NOTE: This passcode will expire within 5 minutes.



Return to the one-time passcode validation screen. Paste the passcode in the input field and click the **“Validate”** button. Upon successful validation, you'll be redirected to view your member enrollment application.




I'm not able to complete my application right now. Can I come back another time to finish?

At any time, you can return to your inbox and find the email with the subject **"Complete your benefits application."** Open this email and click the **"Let's get started"** button to resume your application.

Complete your benefits application

 Saskatchewan Blue Cross <groupservicecentre@sk.bluecross.ca>
To:  Test User 1

 If there are problems with how this message is displayed, click here to view it in a web browser.



Welcome to Saskatchewan Blue Cross!

Use the button below to get started with enrolling in your benefits.



[LET'S GET STARTED!](#)

If you've accidentally deleted this email or the link has expired, please ask your plan administrator to resend your invitation email. Continue by following the instructions in the above **I lost the link to my application. What should I do?** section.

Receiving a reminder email

If you don't return to complete your benefits application within 24 hours, you will receive an email reminding you to complete your application. The email will include a replacement link to complete your application and a notice about the number of hours remaining to submit your application. Click the "Complete Enrollment" button in the reminder email to pick up your application where you left off.

Reminder to complete your benefits application

 Saskatchewan Blue Cross <groupservicecentre@sk.bluecross.ca>
To:  Test User 2

 If there are problems with how this message is displayed, click here to view it in a web browser.



This is a friendly reminder to complete your profile in order to finish enrolling in your employee benefits. This link to access your profile will expire in 70 hours.

[COMPLETE ENROLLMENT](#)

