

## Employee Reinstatement

As the country begins to reopen following COVID-19, we have developed a system to easily reinstate employees on your plan. Effective immediately, you will be able to reinstate multiple employees easily through *my-benefits*® for Plan Administrators.

In the navigation on the left side of your *my-benefits* screen, under *Employees*, select *Employee Reinstatement*. You will be presented with a list of all employees who were terminated on our system March 1, 2020 or later. For employees who were terminated for COVID-19, simply provide the date the employees will return to work and select all the employees who will be reinstated as of that date. Hit *Save Changes*, and you're done! If you have a staggered return-to-work schedule, simply repeat the steps matching the appropriate employees with each date. **It is important to remember we must be advised of employee reinstatements within 31 days of their return to work.**

If an employee was terminated in response to COVID-19 **prior to March 1, 2020**, or for reasons unrelated to COVID-19, please submit the reinstatement request using the *Employee Coverage Changes* section of *my-benefits*, accessible in the left-side navigation menu.

We hope to support you in getting your business up and running as quickly as possible. If you have any questions about employee reinstatements, please contact our office.

## Online Enrolment

In our continuing effort to simplify the administration of employee benefits, and to reduce our ecological footprint, we are pleased to announce we have launched our *my-benefits*® **Online Enrolment** system, effective immediately.

Online Enrolment is the fastest way to enrol new employees on Chambers Plan because it doesn't require mailing any paper to our office, and it ensures all your employees are simultaneously registered with *my-benefits*.

The Online Enrolment tool is accessible on *my-benefits* for Plan Administrators under the *Employees* section of the left side navigation menu. If you are adding a small number of employees, you can use the *Quick Add Employee* feature. Just enter the employee's first and last name and email address, then click *Add Employee*.

Once you have added the employees to the list, you will need to complete the Administrator portion of the enrolment. Click *View & Update* to be taken to Step 2 of the enrolment, where you can fill out the required employer information fields.

If you are adding a larger number of employees, you can save time by uploading a spreadsheet and following the instructions. The spreadsheet template can be found by clicking the information button located beside the *Import Employee List* button.

An *Online Enrolment Administrator Guide* and *Applicant Guide*, which offer step-by-step instructions for using the tool, are available on *my-benefits* for Plan Administrators by clicking *HOW DOES IT WORK?* in the *Online Enrolment* section, or in the *Adding Employees* portion of the *Plan / Coverage Forms* section.

We are pleased to make the Online Enrolment tool available to you as a convenient and easy method of adding employees to your Plan without a single piece of paper.

## Personal Protective Equipment (PPE) Fees

As directed by the relevant governing bodies, in order to reopen and operate, dental providers and many paramedical service providers require PPE. While some have started adding fees for PPE expenses, these are not currently covered under Chambers Plan. However, provided such fees form part of an eligible medical or dental expense, they would be considered reimbursable under a Health Spending Account (HSA).

Should you require additional information about adding an HSA, please contact your Chambers Plan Advisor.