

Welcome to your Group Retirement Program

We've partnered with Manulife to offer you a group retirement program. We hope you make the most of this convenient way to save for your future.

To learn more about your savings program, go to:

manulife.ca/futurestep-rrsp

That's right, it's all online. And so easy! Visit the site to get started. Learn about saving, the program, and the funds you can invest in. And when you're ready, it's just a click to join.

Before you join

Have the following information available so joining is fast and easy.

- Your plan's access code yPrQgK
- Date you started with your employer/organization
- Social Insurance Number (SIN)

After you join

Save your enrolment confirmation and take note of your Customer Number. You'll need it to set up your Manulife ID.

How to sign in the first time

1. Go to manulife.ca/GRO and click **Sign in**.
2. Set up your **Manulife ID** when prompted.
3. Sign in with your Manulife ID.
4. Register for your new Group Retirement account and connect it to your Manulife ID.
 - Enter your **Customer Number** under ‘Don’t have an account yet?’
 - Click **Get Registered** and follow the instructions on the next screen
5. Click **Go** on your connected account.

Need additional help setting up your Manulife ID? Check out our support page at manulife.ca/membersupport for FAQs, a step-by-step video and more!

Spousal RRSP

Your program allows you to set up a spousal RRSP once you have joined your Group RRSP. The online enrolment process cannot be used to enrol your spouse – your spouse will need to complete a paper enrolment form.

Go to manulife.ca/GRO and select **Find a Form** from the bottom menu. Complete the **RRSP Enrolment Form** and return it to Manulife. Make sure to indicate at the top of the form that you’re enrolling your spouse.



Service and support

At any time during the enrolment process you can contact Manulife’s Customer Service Centre at **1-888-727-7766** to speak with a Customer Service Representative, Monday to Friday from 8 a.m. to 8 p.m. ET.

For assistance with investments and retirement planning, Financial Education Specialists are available Monday to Friday, 9 a.m. to 5 p.m. ET.



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