



Use Enrolment
express to join your
group retirement
and savings plan

canada TM life

Joining your group retirement and savings plan is fast and easy. Enrolment express offers tips and tools to help you along the way.

Go to mycanadalifeatwork.com
and sign in to your retirement and
savings plan with the guest access
ID and password provided.

Guest access ID:
GMCAMI

Guest password:
Plan2day

1. Quick questions

- Tell us about yourself. It only takes a few minutes.
- Have your social insurance number (SIN) handy.
- Enrolment express checks that you fill in fields accurately.

2. Pick a plan

- Choose the plan you want to enrol in.
- You may not be eligible for all plans. If you're unsure, contact your plan administrator.

3. Contributions

- Every path to retirement is different. Read the descriptions to find out how contributions are set up for your plan.
- Want to know how contributions affect your retirement income? Use the Contributions calculator.

4. Invest

- Enrolment express has features to help you understand the investments available in your plan.

5. Beneficiary

- Naming a beneficiary helps ensure the proceeds of your plan go where you want them to in the event of your death.
- If you don't name a beneficiary, the proceeds may go to your estate and could be subject to probate/estate administration taxes.

6. Check the details

- Check your information and make any changes before you submit your application.

7. Submit and save

- Select Submit to send in your application. You can also save a PDF summary.
- Be sure to enrol in another plan, if applicable.

8. Finish

- By enrolling in your group plan, you've taken the first steps towards achieving your savings goals.



Need help or
have questions?

mycanadalifeatwork.com

1-800-724-3402

Monday to Friday

8 a.m. to 8 p.m. ET

Your savings are valuable - but so is your time!

Be sure to **complete your enrolment within seven days of using the access ID and password you created.**

Failure to do so will invalidate your account and require you to start the process over again using the guest access ID and password you were originally given to enrol.

