

RESOURCES

SAMUEL, SON & CO.

- Quick reference guide (./Content/pdfs/QUICK REFERENCE GUIDE - EN revised 9-13-23 for 1-1-24.pdf)

RETIREMENT AND SAVINGS PROGRAM

Provided by: Sunlife

- Your workplace retirement savings plan at a glance (./Content/pdfs/Pension-at-a-glanceEN.pdf)
- My Sun Life (<https://www.sunnet.sunlife.com/signin/mysunlife/home.wca?>)
- Change of Records (./Content/pdfs/e_ChangeofRecords.pdf)
- My Money Tools (./Content/pdfs/My Money Tools Flyer - E.pdf)
- Need Help Picking Your Funds? (./Content/pdfs/Need Help Picking Your Funds -E.pdf)
- Setting Up Your Sunlife Account (./Content/pdfs/Setting Up Your Sunlife Account -E.pdf)
- Retirement Planner Flyer (./Content/pdfs/Retirement Planner Flyer -E.pdf)
- Health and Wealth Webinar Recordings (<https://www.sunlife.ca/en/tools-and-resources/webinars/>)
- Lumino Health - Free Health Resources (<https://www.sunlife.ca/en/tools-and-resources/health-and-wellness/lumino-health/>)
- Simply Put: 2min financial video series (<https://www.youtube.com/playlist?list=PLv76kfp9KdNHPqtaI9JLST58xyDApZSFS>)

DCPP PENSION PLAN BOOKLETS

- Alberta (./Content/pdfs/53Z-01 AB DCPD Book.pdf)
- British Columbia (./Content/pdfs/53Z-01 BC DCPD Book.pdf)
- Manitoba (./Content/pdfs/53Z-01 MB DCPD Book.pdf)
- New Brunswick (./Content/pdfs/53Z-01 NB DCPD Book.pdf)
- Nova Scotia (./Content/pdfs/53Z-01 NS DCPD Book.pdf)
- Ontario (./Content/pdfs/53Z-01 ON DCPD Book.pdf)
- Quebec (./Content/pdfs/53Z-01 QC DCPD Book.pdf)
- Saskatchewan (./Content/pdfs/53Z-01 SK DCPD Book.pdf)

CONNECT

- How to Enroll in Connect- New Hires (./Content/pdfs/Canada Benefits How-To - Employee - Benefit Enrollment in Connect.pdf)
- How to Access Connect & Journeys (./Content/pdfs/Connect Instructions - Canada EN Final.pdf)
- Clear Pending Actions Tutorial (./Content/videos/Clear Pending Actions Tutorial.mp4)
- Re-enrollment in Connect – How to Video (./Content/videos/Open enrollment.mp4)

CONTACTS

- AGA Benefit Solutions: 1-800-363-6217
- AGA Benefit Solutions: samuel.clientservice@aga.ca (<mailto:samuel.clientservice@aga.ca>)
- TELUS Health Virtual Care User Account Support: email help@vc.telushealth.com (<mailto:help@vc.telushealth.com>) call 1-800-254-7223
- TELUS Health Crisis Support (24/7): 1-855-636-6846
- TELUS Health Pharmacy: 1-877-796-7979
- Sun Life Call Centre Number: 1-866-733-8612
- WorkPerks: support@venngo.com (<mailto:support@venngo.com>)
- Your local Human Resources Business Partner
- Samuel, Son & Co.: benefits.ca@samuel.com (<mailto:benefits.ca@samuel.com>)

TELUS HEALTH VIRTUAL CARE

- TELUS Health Website (https://www.telus.com/en/health/organizations/group-health-benefits/employers/virtual-care/plan-members?utm_source=telushealthcom-vcportal&utm_medium=vanity&utm_campaign=thvc-ong-vanity)
- Introduction to TELUS Virtual Care – Webinar Recording (<https://vimeo.com/807921448/3119e2f04a>)
- How to Activate Your Account (./Content/pdfs/How to Activate Your Account - EN.pdf)
- How to Activate Your Account - Video (<https://www.youtube.com/watch?v=txi3r5aYmCM>)
- What You Need to Know (./Content/pdfs/What You Need to Know Final - EN.pdf)
- Services Overview (./Content/pdfs/Virtual HealthCare - Services Overview - EN.pdf)
 - TELUS Health Primary Care (./Content/pdfs/Telus Health Primary Care - EN.pdf)
 - TELUS Health LifeJourney (including EAP) (./Content/pdfs/Telus Health LifeJourney - EN.pdf)
 - Specialized Digital Therapy (./Content/pdfs/LifeJourney - Specialized Digital Therapy - EN.pdf)
 - Wellbeing Resources (wellness assessment) (./Content/pdfs/LifeJourney - Wellbeing Resources (including HRA) - EN.pdf)

TELUS HEALTH VIRTUAL PHARMACY

- Pharmacy website (https://www.telus.com/en/health/virtual-pharmacy/?utm_source=teluspharmacycom&utm_medium=vanity&utm_campaign=thvp-virtual-pharmacy)
- Introduction to TELUS Health Pharmacy – Webinar Recording (<https://vimeo.com/807939216/2dfd36632f>)
- How to Activate Your Virtual Pharmacy Account (./Content/pdfs/How to Activate Your Virtual Pharmacy Account - EN.pdf)
- How it Works (./Content/pdfs/How it Works - EN V2.pdf)
- Services Overview Guide (./Content/pdfs/Services Overview Guide - EN V2.pdf)
- 5 Reasons to Use Virtual Pharmacy (./Content/pdfs/5 Reasons to Use Virtual Pharmacy - EN V2.pdf)
- FAQ (<https://www.telus.com/en/health/virtual-pharmacy/faq>)
- Getting Started - Video (<https://www.youtube.com/watch?v=s1ZjV0a-aKU>)
- MedPack by TELUS Health - Video (https://www.youtube.com/watch?v=iN_xmekelkY)
- Virtual Pharmacy Features - Video (<https://www.youtube.com/watch?v=uO185H8gWoc>)
- How to Create an Account - Video (<https://www.youtube.com/watch?v=7naSHFPvRYw>)
- How to Set Up Your Profile - Video (<https://www.youtube.com/watch?v=Cj7EsMWXHMc>)
- Transfer Your Prescriptions - Video (<https://www.youtube.com/watch?v=fOHMm9TQVXA>)

BENEFIT PLAN BOOKLETS

- Harmony Plan – Level 1 (./Content/pdfs/Harmony Level 1 Booklet - EN.pdf)
- Harmony Plan – Level 2 (./Content/pdfs/Harmony Level 2 Booklet - EN.pdf)
- Harmony Plan – Level 3 (./Content/pdfs/Harmony Level 3 Booklet - EN.pdf)
- Basic Accidental Death and Dismemberment (AD&D) Plans (./Content/pdfs/Basic Accidental Death and Dismemberment (AD&D) Plans.pdf)
- Optional Accidental Death and Dismemberment (AD&D) Plans (./Content/pdfs/Optional Accidental Death and Dismemberment (AD&D) Plans.pdf)
- Life Insurance and Disability Plans (Salary) (./Content/pdfs/Life Insurance and Disability Plans (Salary).pdf)
- Life Insurance and Disability Plans (Hourly) (./Content/pdfs/Life Insurance and Disability Plans (Hourly).pdf)

OPTIONAL LIFE INSURANCE FORMS

Provided by: Industrial Alliance

- Evidence of Insurance Form for Optional Employee/Spousal Life Coverage (./Content/pdfs/F54-002A_Evidence of insurability_Fillable_SR.pdf)

AGA

- AGA Portal (<https://adherents.aga.ca/en/login>)
- Introduction to AGA Benefit Solutions – Webinar Recording (<https://vimeo.com/807931354/f1daffc601>)
- How to Access & Portal Overview (./Content/pdfs/How to Access & Portal Overview - EN.pdf)
- How to Download on Mobile (./Content/pdfs/How to Download on Mobile - EN.pdf)

- Generic Substitution (./Content/pdfs/Generic Substitution - EN .pdf)
- Worldwide Travel Assistance Card (./Content/pdfs/Travel Assist Contact Card (bilingue).pdf)
- Group Travel Benefits (./Content/pdfs/Group Travel Benefits - EN.pdf)
- AGA Wallet Card Details (./Content/pdfs/EN_AGA Wallet Card Details.pdf)
- Health Spending Account (HSA) Details (./Content/pdfs/HSA Details-EN.pdf)
- How to Download Wallet Card - desktop (./Content/pdfs/How to Download Wallet Card - desktop - EN.pdf)
- How to Download Wallet Card - mobile (./Content/pdfs/How to Download Wallet Card - mobile - EN.pdf)
- How to Submit a Claim - desktop (./Content/pdfs/How to Submit a Claim - desktop - EN.pdf)
- How to Submit a Claim - mobile (./Content/pdfs/How to Submit a Health Claim Mobile -EN.pdf)

Claim Forms:

- Health Claim Form (./Content/pdfs/HEALTH INSURANCE CLAIM FORM (2021-12) - EN.pdf)
- Dental Claim Form (./Content/pdfs/DENTAL CLAIM FORM (2021-12)_web - EN.pdf)
- Direct Deposit of Benefits (./Content/pdfs/direct-deposit-web - EN.pdf)
- Out of Country Claim Form (<https://www.medaviebc.ca/en/plans/travel/travel-insurance-claim-forms>)

BUSINESS TRAVEL ACCIDENT

- Business Travel Accident Brochure (./Content/pdfs/Business Travel Accident brochure 6.21.23.pdf)
- Business Travel Accident Wallet Card (./Content/pdfs/Business Travel Accident Emergency Assistance Card.pdf)

CALM MINDFULNESS APP

- Activate your Free Subscription (./Content/pdfs/Activate Your Free Subscription - EN.pdf)
- Introduction to the Calm App - Webinar Recording (<https://vimeo.com/809784450/9c9272d38d>)
- What is Calm? (<https://www.youtube.com/watch?v=AOwB2xYM0nI>)
- Calm Website (<https://www.calm.com/>)
- Calm's Top Recommendations (./Content/pdfs/Calm's Top Recommendations - EN.pdf)
- Getting Started with Calm - video (<https://vimeo.com/681924783/1c7011627e>)
- Subscription Redemption Support (https://support.calm.com/hc/en-us/signin?return_to=https%3A%2F%2Fsupport.calm.com%2Fhc%2Fen-us%2Farticles%2F360055261934-How-to-sign-up-with-a-unique-link-and-ID)
- Calm for Dependents (./Content/pdfs/Calm For Dependents - EN.pdf)
- FAQ (<https://partner.calm.com/docs/employeeFaq>)

WORKPERKS

- WorkPerks Website (<https://samuel.venngo.com/login>)
- Welcome to WorkPerks (./Content/pdfs/Welcome to WorkPerks - EN.pdf)
- Step by Step Guide (./Content/pdfs/Samuel CAD - Step by step guide - 1-25-24.pdf)
- Help Centre (<https://helpcentre.venngo.com/en>)

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