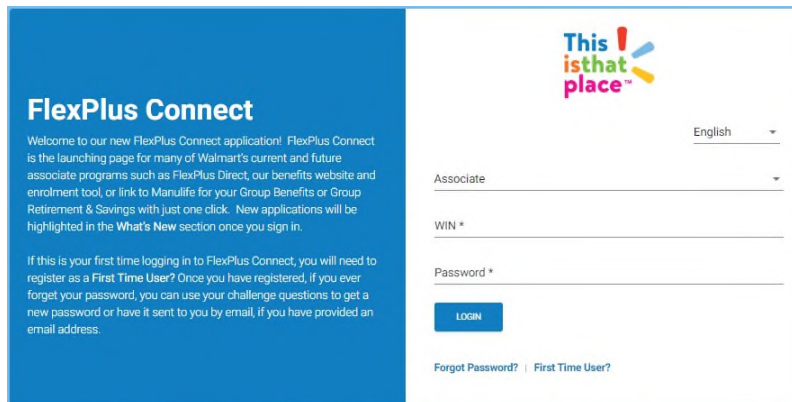




1

Visit <https://benefits.seb-admin.com/fpconnect/#/walmart> on any device.

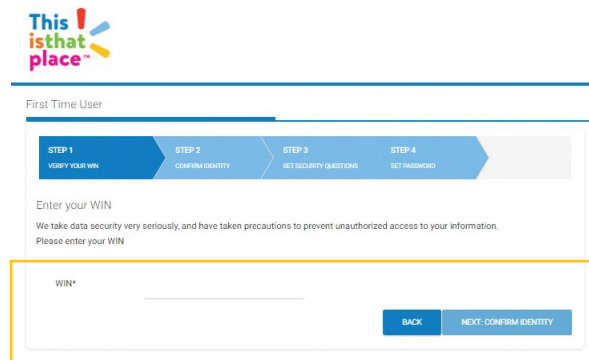
If you are logged into the Wire and are already registered in the FlexPlus system, you can access your account using single sign-on without needing to log in again!



## Are you a First Time User?

2

If you have not visited the site before, click on “First Time User”, if not, proceed to Step 3.



a. Enter your Associate WIN# (found on your pay stub), and then click next.



b. You will need to confirm your identity by providing the following:

- **Date of Birth**
- **Postal code** Note: Do not put spaces, and if you have moved you may need to try entering your old postal code.
- **Store Number** (for Field Stores) and **Cost Centre** (for Store Support Centre, Logistics, and Fleet).

Once this is complete, click Next.

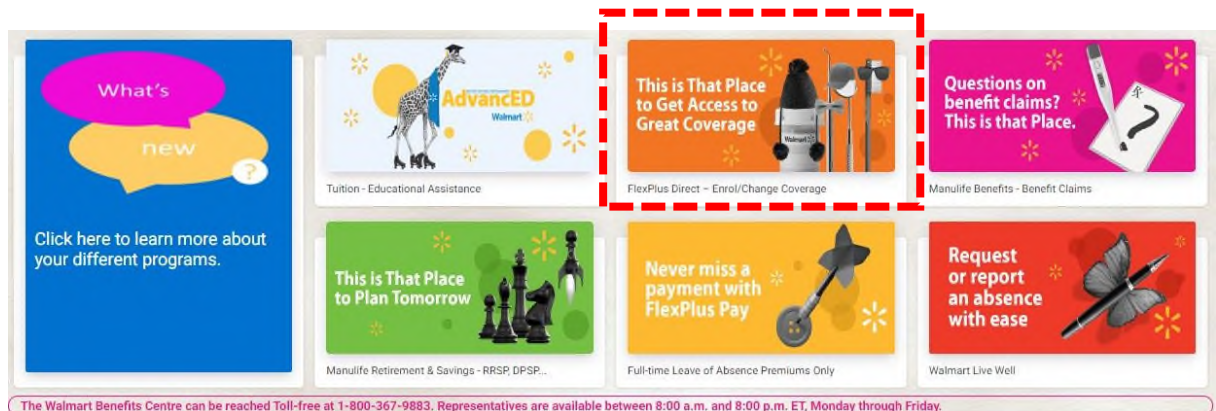
c. Associates must set up 5 security questions to unlock and reset your account in case you forget your password. Please ensure you write down your answers for future reference.

d. You will be prompted to enter a password for your account, which you can reset at any given time.

e. You will be redirected back to the main screen to log in.

**3** Sign in with your account details (WIN# and password).

**4** From the main screen, click on the ORANGE tile, labelled “**FlexPlus Direct – Enrol/Change coverage**”



# 5

This is the main Benefits page. Along the top are some useful resources:

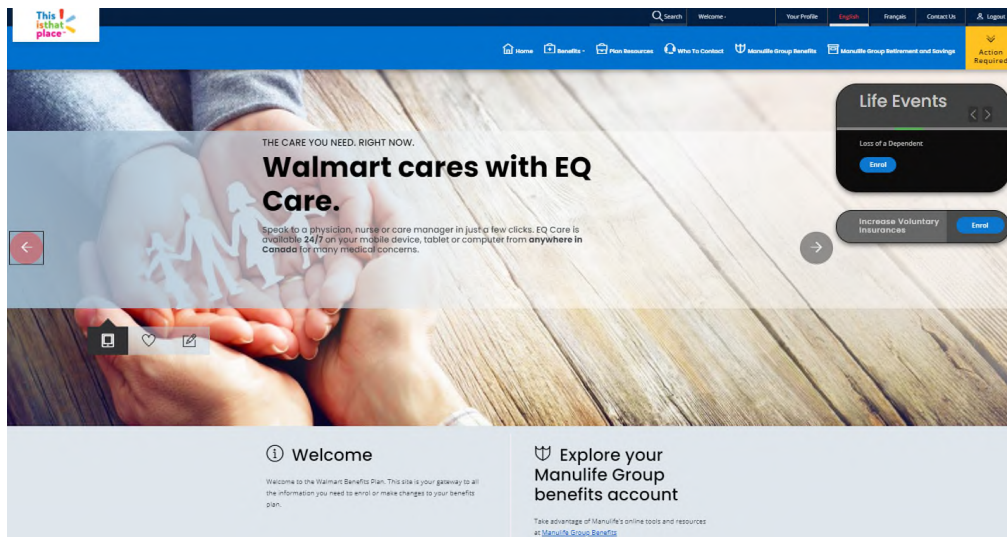
**Benefits:** After open enrolment, you can update your beneficiary on file, any time.

**Plan Resources:** View documents like Benefits Guide, Manulife plan booklets, and other key resources.

**Who to Contact:** Includes details on who to contact for your benefits needs.

**Manulife Group Benefits:** Links to the Manulife benefits website. If you are already registered here, you can single sign-on by clicking the link. You can submit claims, check balances and more without logging in again. Not registered? Simply register on the Manulife Benefits page and then you are set to go.

**Manulife Group Retirement:** Redirects you to the Manulife Retirement page. Change your contributions, check your account balances, change investments, etc.



**Need to Enrol or Declare a Life Event?** Click on the applicable button on the right-hand side. During Annual Enrolment, you will find two links:

1. Annual Enrolment button includes how many days are left in the annual enrolment period.
2. Life Events can be accessed at any time during the year to make changes within 31 days of an eligible Life Event.



# 6

Follow this process flow to gather all the required information to complete the Annual Enrolment.



✓ In this step, you will need to confirm your personal information and add any dependents.

- **Personal:** Name, WIN, and Date of Birth. **NOTE:** This cannot be changed. If something is incorrect it needs to be updated in the HR system and could take up to a week to update.
- **Contact:** Home address, work email, personal email. Click EDIT to enter a personal email address. We encourage all associates to use their personal email to receive communications electronically. **NOTE:** Associates cannot update the home address as this must be done in the HR system.
- **Work:** Displays date of hire and employment status.
- **Dependent:** This is where you need to add a spouse or eligible children you wish to have covered under the plan. Adding them here does not automatically include them in your coverage. You must add them as a dependent and then select them for each benefit on the next screen. If they are not added here as dependents, they will not be available to select on future screens to include for coverage.

Once all information is reviewed and dependents are added/confirmed, proceed to the next step by clicking [Next](#).





7

A summary screen will appear to show what coverage you are currently enrolled in and allows you to make any changes. You can view your options and levels of coverage on this page.

8

**To enrol or change coverage**, simply click on the benefit type. This will bring up a screen to show your current coverage as well as more options to select from. You can select the dependents you want to cover for that benefit.

**To select a different option or level of coverage**, click “Change” on the benefit you would like to change. Elect the coverage level you want by clicking on “Choose” for the option you want and be sure to click on the dependents you wish to cover. If you would like single coverage, ensure that **no** dependents are marked.

For each dependent, you must enter **Coordination of Benefits information**. If you check off that a dependent is covered under another plan, enter the “Other plan holder’s date of birth”. This will determine who is the primary plan holder is for claims processing. Once done, click “Save.”

**Your Dependents**

Please select the dependents you want to cover under your plan or covered under another plan.

Category : Associate + Dependents		Annual Cost : \$743.76	
Dependent	Covered Under Your Plan	Covered Under Another Plan	Other plan holder's date of birth
Sally F Fields	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="width: 100%;" type="text" value="02/04/1986"/>

If you are selecting **Optional Life, Optional AD&D or Critical Illness**, the first pop-up is a declaration of Smoker Status. Please read the definition and mark off the applicable status (note: the definition for Life insurance is different than the definition for Critical Illness).

This needs to be done for each type of insurance you are applying for.

**Select a status**

In the past 12 months, have you smoked (cigarettes, cigars, pipe, etc.) or used tobacco in any other form? If the answer is no, select the Non-Smoker radio button below. If the answer is yes, select the Smoker radio button below to confirm your smoking status.

Non-Smoker    
  Smoker





Once the declaration of smoker status is completed, select the amount of insurance you would like to purchase. There are multiple levels as they go up in increments of coverage. Scroll to see the different coverage levels that are available. It will be indicated where a Statement of Health or Evidence of Insurability (EOI) form is required.

If coverage is selected that requires EOI, it will show up in the system as pending until either approval is received by Manulife or your time period to submit has passed. This coverage will not be paid until an approval from Manulife is provided.

As different amounts of coverage are selected, you can see the associated annual costs for each that are specifically based on age, gender and smoker status.

**Option 2**  
\$10,000.00

---

Non-Smoker  
Annual Price - \$10.76  
Per Pay Cost - \$0.41

Smoker  
Annual Price - \$17.41  
Per Pay Cost - \$0.67

---

Evidence of insurability - Yes

[Choose](#)

Once you have made your benefit selections, click on **Choose**.

9

Associates should review the Summary sheet along the top once more to ensure everything is updated and you are comfortable with any associated costs.

You should also review the chart at the bottom which shows any dependents, and which plans they are covered under.

**Example:**

Your Dependents		Covered Under Your Plan		Covered Under Another Plan		Other plan holder's date of birth
Name	Relationship	Health	Dental	Health	Dental	
Lois Lane D.O.B. 02/08/1978	Spouse	Yes	Yes	Yes	No	02/08/1978

If all elections are correct and the dependents covered for each benefit are correct, proceed to the next step by clicking **Next** button along the top or bottom of the page.





**10**

Review your beneficiary on file.

If you have insurance coverage such as Life, Accidental Death and Dismemberment (AD&D) or Critical Illness, you will be prompted to review your beneficiary on file.

It will start by showing you the current election. If you need to make a change, click on **Make A Change** from the right-hand side. You can also add contingent beneficiaries. If the beneficiary is under the age of 18, you must assign a Trustee.

Be sure to allocate Beneficiaries for all Benefits in the drop down.

**Need to make a change?**

- 1) Click on 'Add a beneficiary' to add a new beneficiary
- 2) Click on 'Make a change' to indicate allocations and status assigned to each beneficiary.



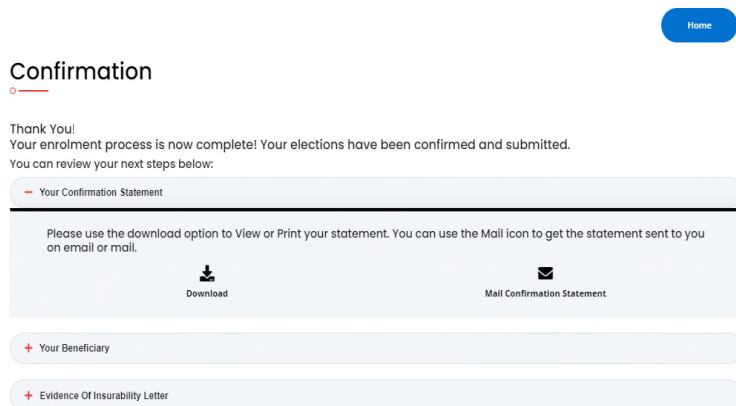
**11**

Review your Summary, What is changing and your Spend Analysis. If you are comfortable with the selections you would like to make for the benefits year, click **Confirm**. If changes need to be made, click **“BACK”**.

**NOTE:** If you do not click **Confirm** and get to the success screen, your selections will **not** be saved, and you may receive the default coverage.

A pop-up box will appear to confirm the changes made to your coverage, beneficiary and authorized payroll deductions. Click **“OK”** to accept these changes.

Once the system has processed your changes, you will get the following confirmation screen. Until this screen is displayed your selections will not be saved or used for coverage.



**Enrolment is complete!**





12

From here Associates can follow directions to download and print forms or have forms emailed. This includes copies of the Confirmation Statement, Beneficiary Form or Evidence of Insurability forms.

**NOTE: Evidence of Insurability:** Although you have submitted your selections, if you have elected any benefits that require an EOI you must print, complete and mail it back to Manulife's address on the form. You can obtain this form by clicking on the **Action Required** icon at the top right-hand corner of your home page.

## Action Required

- Beneficiary Form

Your beneficiary designation is not complete until your form is signed, dated and received. Please click on Download or Mail button for beneficiary form.



Download



Mail Beneficiary Form

+ Evidence Of Insurability Form (Current)

### Questions?



**The Walmart Benefits Centre (SEB)** can be reached toll-free at **1-800-367-9883**. Please have your WIN# ready. Representatives are available between 8:00 a.m. and 8:00 p.m. ET, Monday through Friday.

