

Memorandum

To: City of Quesnel - Benefitted Employees
From: Nancy Coe, Human Resources Advisor
Date: February 14, 2018
Subject: Employee Benefit Booklet Access Online

It has been some time since I sent out a memo with instructions on how to access employee benefit booklets online. By accessing this information as you need it you will get the most up to date information on your benefits. To access your benefit booklet you will need your **Group Health ONE card**. On one side of the card you will see information that looks like this:

To ensure you are accessing the most current benefit plan information, please go to:

www.grouphealthglobal.com

Simply click on the Booklets tab at the top of the Home Page and enter:

User: anyone

Password: anything

After clicking Agree, enter your unique password for access to your booklet:

Enter your password:

SSCA23457

(Your unique password is case sensitive)

Use of this card authorizes my employer/policyholder, the insurer (including its affiliates, reinsurers and any person/organization performing services on its behalf), and any person/organization (includes health care practitioners, institutions and insurers) who has relevant personal information about me or my dependents, to exchange information concerning patient safety or for the administration/management of the group policy.



Then go to www.grouphealth.ca press the booklet button along the top line. It will ask you for your user name and password. Enter the information from your ONE card. By following the instructions, you will come to a copy of your Employee Benefit Booklet. You can then save it or print out.

If you have any questions or difficulties please let me know and I will be happy to help you access this information.