

Group Benefits

Issue 18: Spring/Summer 2018 Edition



Staff Changes

As most may know already, we have had some office changes in ProBenefits. We would like to introduce Jill Lindquist to our team as a Group Service Specialist. She is able to assist you with your inquiries regarding group benefits, with her main focus being on claims.

Claims Submission

We offer many solutions to convenience our members for their claims submission.

1. Email your claim form and receipts to claims@probenefitsinc.ca
2. Log into your online account <https://probenefits.onlineclaimsaccess.net/> and submit your claim electronically (receipts need to be uploaded)
3. Canada Post to the address located on the bottom of your claim form.

Our office offers claims payment via

DIRECT DEPOSIT!

Please visit our website www.probenefitsinc.ca for an EFT form – this form along with a void cheque or direct deposit authorization from your bank can be emailed to claims@probenefitsinc.ca

ProBenefits Inc. Monthly Invoicing

As of July 1, 2018 any new employees being added to the plan with an effective date earlier than the eligible month, will now be billed the back premium for any prior months of eligibility to help maintain funds in account should any claims have occurred.

Any employees terminated at an earlier date will also have adjustments on their invoice for the following month after our office has been notified.

Paying Monthly Premium

We offer pre-authorized debit to your banking account. Payments are taken on the 10th or next business day of every month. Forms can be found on our website www.probenefitsinc.ca

Credit cards can be used as a method of payment towards your monthly invoice. Please note there are extra fees for this service. If you would like more information on how to pay your invoice via credit card, please contact our office.

Travelling and need Travel Insurance?

If you require Travel Insurance, please visit [Manulife Travel Insurance](#), this link will assist you in getting a quote or applying for your own coverage. You can also contact our office to obtain a quote



ProBenefits Inc.

employer benefit solutions

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