



Merit Contractors Association Office Staff Benefit Plan Online Member Enrollment Instructions for EMPLOYERS

Employees must complete enrolment to have access to the benefit plan. The initial enrolment of an employee must be performed by the Employer through the Employer Portal of the Mercon Benefits website, www.merconbenefits.com. After the initial enrolment, the employee will be notified via email instructions to complete the enrolment process.

To initiate enrollment for an employee, please follow the steps below:

1) Log into the Employer Portal

2) Click the Add Member button on the home screen.

- Select **Office Staff** from the **Client** drop-down list.
- Select the Member's **Location** from the **Location** drop-down list.
- Select the Member's **Class** from the **Class** drop-down list.
- Select the appropriate **Plan** from the **Plan** drop-down list.

3) Scroll to the bottom and click on the Add Member button to view the mandatory fields.

- Enter the required fields and click on the green **Add Member** button to save the record.
 - *Note: Smoker field is not applicable to Office Staff members.*
- The Certificate Number will be auto-generated. Certificate numbers for OS client members will start with a 9.

4) An email will be sent to the employee to continue with the enrolment process.

5) There is also the ability to initiate enrollment for multiple members of the same client, location, class and plan using a spreadsheet.

- In the Employer Portal, select the **Import** menu item.
- A layout template is available by selecting the **OS Upload File Format Help** link.
- Once a file of members has been created, click on the blue **Upload Members** button at the bottom of the screen.

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- Select the Client, Location, Class, Plan and the upload file, then click on the green **Upload Members** button.
- If any errors are found, an UNSUBMITTED file will be created that will allow corrections to be made and then reloaded.
- If the file has processed without errors, a status of **Completed** will be displayed. Emails will be automatically sent to the employees to continue with the enrollment process.

Need help with any of the steps shown above?

✓ **Watch the Video**

✓ **Check out the User Guide**

✓ **Call Mercon**
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