



Merit Contractors Association Office Staff Benefit Plan Online Enrollment Instructions for EMPLOYEES

To enroll, please follow the steps below:

- 1) Check your email (using the email address you provided to your employer).
- 2) Click the link in the Mercon email and log in.
New to the Office Staff Plan? ✓ Click the **first link** to create a profile. Continue to Step 3.
Have a profile on the website? ✓ Click the **second link** to log in. Skip to Step 5.
- 3) If registering for the first time, create an account using:
 - ✓ Certificate Number provided in email ✓ Client Number provided in the email
 - ✓ Your birth date
 - ✓ Email address and password you wish to use for Mercon benefits
- 4) Once the registration is successful, a separate email will be sent to the email address entered.
 - Click on the link provided to confirm the email address and complete the registration.
 - Once confirmed, click on the link to go to the Member Portal.
- 5) Log in to the Member Portal using the email address and password created during registration.
 - Under the **Items Requiring Your Action**, click Start to begin your enrollment.
 - On the **Welcome** screen, check to indicate you agree to the terms and conditions, then click on the blue Arrow button to continue.
- 6) Review the Personal Information entered by your Plan Administrator, then click the blue Edit button to add the following Address information (for claim payments):
 - ✓ Address and phone number.
- 7) To add Contacts (individuals that can contact Mercon on your behalf), click on the blue Add Contact button to enter the following contact details:
 - ✓ Relationship, name and at least one method of contact.
- 8) To add Dependents (so that they can use your benefits too!), click on the blue Add Spouse or Child button to enter the following contact details:
 - ✓ Name, relationship and birth date.
- 9) The next step is to view/change coverage options of the Benefit Plan set up for you by your employer.
 - ✓ Make coverage option changes as required

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10) To add Primary Beneficiaries (for your Employee Life Insurance), click on the blue Add Primary Beneficiary button to enter the following beneficiary details:

- ✓ Beneficiary type, name, birth date and percentage allocation.

11) To add Contingent Beneficiaries (alternate beneficiaries in the scenario where Primary Beneficiaries are deceased), click on the blue Add Contingent Beneficiary button to enter the following beneficiary details:

- ✓ Beneficiary type, name, birth date and percentage allocation.

12) As the last step, the Enrollment Summary will allow you to view the details entered and make any necessary changes.

- Check to indicate that you have confirmed your selections and click Submit to complete enrolment.

Need help with any of the steps shown above?

✓ **Watch the Video**

Under the "Enrolment" button on your Employee Profile)

✓ **Check out the User Guide**

✓ **Call Mercon**

1.877.263.7266

Need to make changes to your enrolment information?

- ✓ Log in to the Member Portal and click either the **Change Family Status** or **Profile** buttons 24/7
- ✓ Refer to FAQs for enrolment updates that require a call to Mercon.

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