

How do I set-up a WinFlex Account?

1. Go to www.winflex.ca. On the main navigation, click on FORMS.



2. Complete the application form (This must be completed by the business owner).

FORMS

Account Set-Up



****Please mail WinFlex a cheque for the ONE TIME \$250 set-up fee.**



3. Complete the enrolment form (This must be completed by each plan member).

It is here where you will create a **LOGIN ID** and **PASSWORD**. (Write this down)

Be sure you advise your employees on their "Maximum yearly benefit amount" before they complete their own enrolment form.

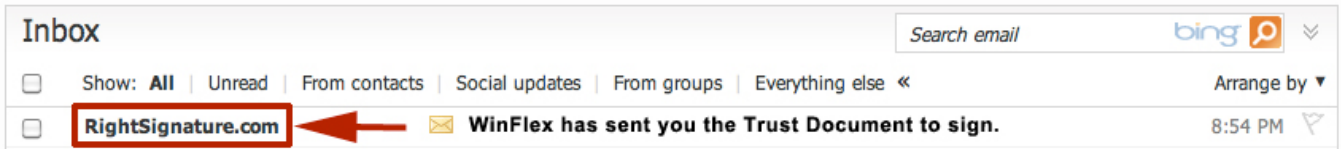
Note: Due to our advanced database, each enrolment form must register using the EXACT same company name. (I.e. "WinFlex" would not work if the company applied using "WinFlex Health Solutions Inc.")

If you sign up for Stop-Loss insurance, please send WinFlex the cheque for the annual portion or complete the "Pre-authorized debit form for funding WinFlex Plus" and mail in a void cheque.



4. Sign the Trust document.

This document will get e-mailed to you via RIGHT SIGNATURE and must be signed electronically using your computer mouse. Please check your junk box if you haven't received it within 24 hours.



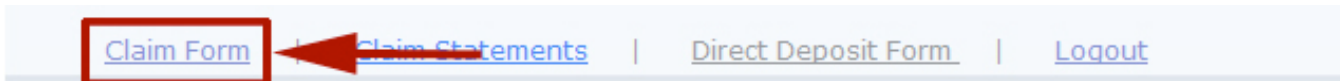
5. Print Direct Deposit Form and Submit your first claim.

Login using the LOGIN ID AND PASSWORD you created on your enrollment form.

a. Click on "Claim Form" to submit a claim.



***Mail all the official receipts to WinFlex Health Solutions.*



b. Complete the "Direct Deposit Form"

***Print and mail a copy of this to us with a void cheque.*



c. You can check your account balance at any time by clicking on "Claim Statements". You may also print out a statement for your records.

