

Log in to your VIP Room at [www.standardlife.ca](http://www.standardlife.ca) and plan for tomorrow, today.

Enter your User ID that you received from Standard Life, then follow the on-screen instructions to create your password, log in to the VIP Room, and go to the Enrolment Centre to enrol in your group RRSP.

### Once in the Enrolment centre, select “Registered Retirement Savings Plan”, then follow the 5-step process:

- ▶ **Step 1 - Personal information**  
Review the information that has been pre-filled, if applicable, and update as required.
- ▶ **Step 2 - Beneficiaries**  
A beneficiary designation(s) is required for your plan. You will need to print, then date and sign the beneficiary designation form in pen, once you've completed the online enrolment process. You'll then need to return the form to Standard Life at the address indicated on the form.
- ▶ **Step 3 - Contributions**  
Enter the payroll deduction percentage you wish to contribute to your plan. Please indicate the percentage using a whole number without decimals. Remember: CH2M HILL will match your contribution, up to 3% of your base salary.
- ▶ **Step 4 - Investment instructions**  
It's important to choose investments that correspond to your personal goals and level of comfort when it comes to risk. You can select an Avenue Portfolio, or provide your own instructions.
- ▶ **Step 5 - Enrolment**  
You can review and edit the information from all sections, then click “Enrol”. This step completes your enrolment process. A reference number will be generated and you'll be able to print a confirmation form for your records.

You can click Save at any time during this process to record the information you have entered and complete enrolment at a later time.

The smartest way to ensure a more comfortable future is to start today so take advantage of the tools and services available to you online.

For more guidance, the Enrolment centre includes information about your plan and the funds available to you, along with valuable retirement planning tools, like our Retirement Calculator and investor profile questionnaire.

Feel free to contact our Customer Contact Centre if you need help completing your online enrolment.



**1 800 242-1704**  
**Monday to Friday, 8am to 8pm,**  
**Eastern time**