

Secure Site registration

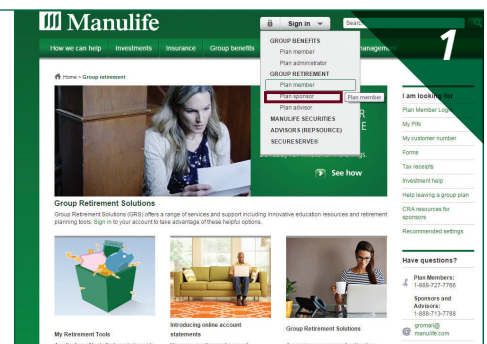
In just six simple steps, you can set-up your online access to Manulife’s Plan Sponsor Secure Site using an email and password of your choice.

You’ll need your Manulife Customer Number and Policy Number to get started. Your Customer Number and Policy Number will be sent to you by mail 20 days before the effective date of your plan’s transition.

Please note: You will not be able to log into the Plan Sponsor Secure Site until the date your plan takes effect on the Manulife administrative system.

STEP 1

Visit manulife.ca/GRO and **Sign in** under Group Retirement as a Plan sponsor.



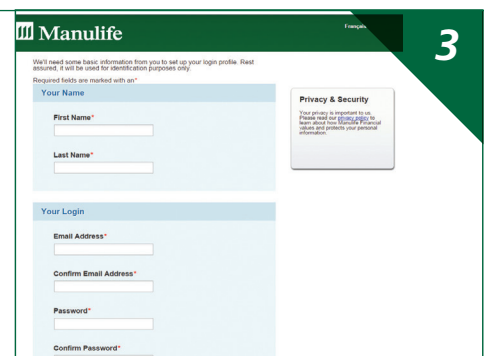
STEP 2

A new web page will open displaying the log-in page to the Plan Sponsor Secure Site. You’ll need to complete a one-time registration to set up your log-in credentials. Click **register now** to get started.



STEP 3

You’ll be asked to fill out your profile and choose three personal verification questions in the event that you forget your password. Once you’ve completed this step, and accepted the Terms and Conditions, click **Register**.



STEP 4

Once you've completed Step 3, you'll receive an email from Manulife asking you to confirm your registration. From the email, select **Confirm Registration** or copy and paste the URL into your web browser.

Important note: For security reasons, the **Confirm Registration** link will expire in 72 hours, so please complete this step within this time frame. If you do not receive this email, please check your junk mail folder. If you still cannot locate the email, contact the Manulife Customer Service Centre.

Thank you for registering for Manulife's secure website.

Please follow the link below to confirm your registration and proceed to the login page.

[Confirm registration](#)

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STEP 5

The log-in page will display once you click on the link. Your email address will automatically appear in the first field. Enter the password you chose when you registered and click **Submit**. You will then be asked to answer one of your three personal verification questions. After answering, click **Submit**.

Manulife
Group Retirement Solutions

Required fields are marked with an *

Login

Email Address *
janedoe@abccompany.com

Password *

Remember me
[Forgot my Password](#)

Register

You must be registered to log in.
If you haven't already done so, please register now.

strong reliable trustworthy forward-thinking

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STEP 6

Once you've answered your personal verification question successfully, you'll be asked to input your Customer Number and Policy number. Click **Submit** and you will then enter the Plan Sponsor Secure Site.

Manulife Financial
For your future

Group Retirement Solutions

Required fields are marked with an *

Validate your login

Please enter the following information: *

Customer Number *

Policy Number *

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You can now access the Plan Sponsor Secure Site using your email address and password.

Manulife

Group Retirement Solutions

ABC Company
Registered Retirement Savings Plan
Policy number: 22222222

Account values Investment details Plan details

SELECT A ROLE
SEARCH TOOL
YOUR PLAN DETAILS
PLAN GOVERNANCE
SUPPORT CENTRE
REPORTING
MANAGE YOUR PLAN
MEMBER TERMINATIONS
YOUR INVESTMENTS
READY TO RETIRE?
NEWS & INFORMATION
PSN CHANGE
LOGOUT

CONTACT US

Value of your contribution categories

Category	Value
Employer required	3,517,054.42
Employee required	3,252,079.59
Employee voluntary	133,668.39

Value of your account value on June 30, 2014: \$6,482,352.70

HELP

