Manulife

Manulife Group Retirement Plan Sponsor Secure Site

Developed with a focus on delivering a convenient administrative platform, the Manulife Group Retirement Plan Sponsor Secure Site provides valuable resources that help you manage your plan effectively. The Plan Sponsor Secure Site makes it easy for you to find specific plan details and perform a variety of administrative tasks.

Before you begin, you'll need to register. Provide the email address and password you'll use to access the site, and set up your Personal Verification Questions.

Once you're logged in, you'll have access to both plan information AND any information for plan members you require to manage the plan. This makes it easy to perform administrative tasks, like submitting contributions and payments, enrolling plan members, and checking on employee inquiries.

At the member level, you can view each member's account balance, transaction details, and contribution history.
The site also provides access to your plan's financial and investment details, reports, and updates from Manulife. The site also provides access to your plan's financial and investment details, reports, and updates from Manulife.

Generate a selection of reports on-demand, or, schedule them to run when YOU need them. Choose the type of report, set its frequency, select the date you want to receive it, and an automated email notification will let you know when it's ready to download from the secure site.

Transactions you make on the Plan Sponsor Secure Site feed directly into Manulife's administrative system, allowing you to easily and accurately manage your plan. In combination with the pre-authorized debit feature, the electronic contribution process ensures plan members' money begins working for them instantly. Choose a contribution listing for a few employees, or send a contribution file if you have many.

Need to submit a contribution for an employee who hasn't been enrolled yet? Use the secure site to quickly enroll members in Manulife's system.

If you have a member LEAVING the plan, it's easy to notify Manulife by submitting a member termination. Just provide the details and Manulife will initiate the member's termination process.

Use the "Your Investments" section to see unit values, interest rates, rates of return, investment management fees, and individual fund pages.

The 'News and Information' section is where you'll find updates and messages from Manulife. Your bulletin board gives you general and customized messages for your specific plan. You'll also find a library of newsletters, tips and valuable information on plan administration.

If you have any questions about the site, or your plan, we're just a click away. Start putting the Group Retirement Plan Sponsor secure site to work for you and your employees. Visit manulife.ca/GRO