



# Repsource & Group Benefits Plan Advisor secure site Instructions

## 1 Register for Repsource\*

**Note: if you already have access to Repsource, skip to Step 2.**

- Go to [www.repsource.ca](http://www.repsource.ca) and select the Register link near the login box.
- Complete appropriate sections of the Registration form and submit.

## 2 Request access for your Group Benefits Plan Advisor Secure Site

**Note: if you already have access to the Group Benefits Plan Advisor secure site but not currently through Repsource, skip to Step 3.**

- Register to access online reports for your Group Benefits clients as well as other valuable information and tools.

When you are logged in to Repsource, open the Administration tab.

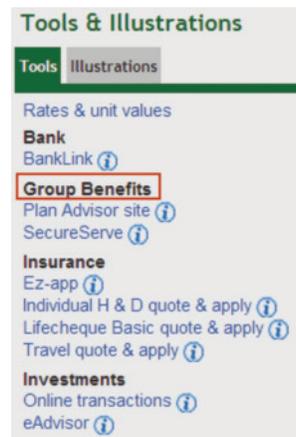
A) Under Group Benefits, Plan advisor secure sites, click to Request Access, then follow the steps to register for the Group Benefits Plan Advisor secure site. Your request will be sent to your Regional Group Office. You will receive an email confirmation within 5 business days.



B) Once you receive your confirmation email, you will have access the next time you login to Repsource. The Tools section on the right-hand side of your screen will be updated to include a link under the Group Benefits heading that will open the Group Benefits Plan Advisor secure site.

**Tip: be sure the Tools section is selected (in green), and not the Illustrations section.**

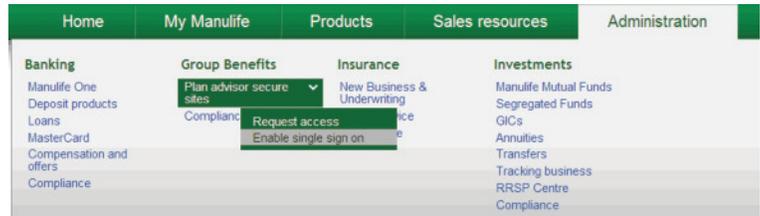
You're done! Please contact your Manulife Financial Regional Group office if any further assistance is required.



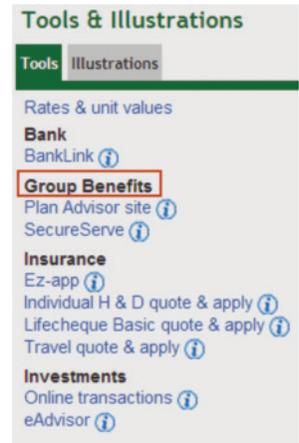
# 3 Link your Group Benefits Plan Advisor Secure Site ID to your Repsource ID

**Note: please only complete this step if you have registered for Repsource, and already have access to the Group Benefits Plan Advisor secure site, but not currently through Repsource.**

A) Under Administration, Group Benefits, Plan advisor secure Sites, select Enable single sign on. From there, follow the steps to link your Group Benefits Plan Advisor secure site ID to your Repsource ID. Here you will enter your Group Advisor Site ID and Password (which will be different from your Repsource ID).



B) You will receive a confirmation message within 2 hours that your site ID has been successfully linked. Please wait 30 minutes, then you will be able to see the Plan Advisor Site link in the Tools & Illustrations section of the Home screen.



**Tip: be sure the Tools section is selected (in green), and not the Illustrations section.**

# 4 Still need help?

Repsource	Group Benefits Advisor Site ID/Password	Group Benefits
<b>DTSC (Distribution Technology Services)</b> Phone: 1-800-667-4266 Email: dtsc@manulife.com	<b>Customer Service:</b> Phone 1-866-318-2727 Email: manuservice_wtl@manulife.com	<b>Manulife Financial Regional Group office.</b>

\*For **Group Benefits TPAs**, if you haven't already registered for Repsource, go to [www.repsource.ca](http://www.repsource.ca) and select the Register link near the login box. Once you've submitted the registration form, we will send you an email to request your signing officer's permission to access Repsource with your corporate selling code.

\*For **Group Benefits Consultants**, if you haven't already registered for Repsource, go to [www.repsource.ca](http://www.repsource.ca) and select the Register link near the login box. Once you've submitted the registration form, you will receive an email requesting additional information required to complete the registration process - you simply need to confirm that you are a GB Consultant and we will proceed with your registration.

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