

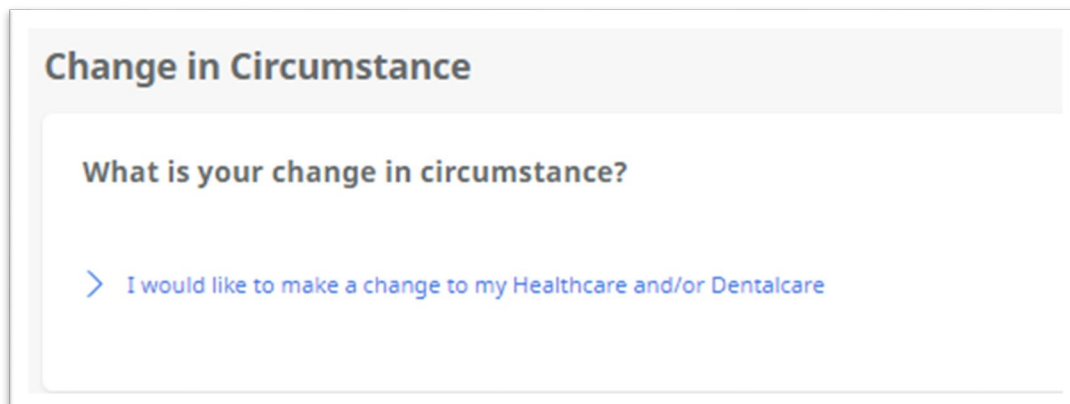
How to Change Your RRSP/DPSP contributions

If you want to make a change on your contributions, first, you will need to do a “Change in Circumstance”.

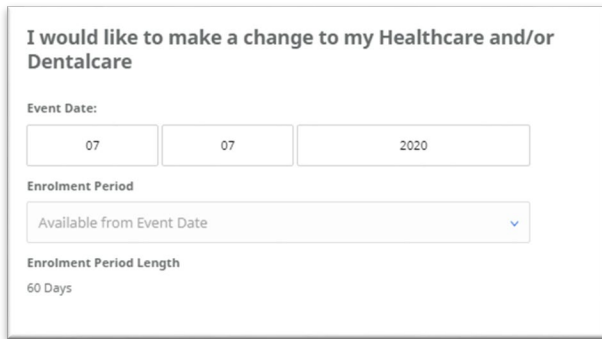
A change in circumstance will allow you to make benefits changes. To do so, locate the profile icon in the top right corner to display the menu, and select “Change in Circumstance”



Then, select “I want to make a change to my Healthcare and/or Dentalcare”, this will open up the RRSP as well.



Enter today's date, and click "Save"



I would like to make a change to my Healthcare and/or Dentalcare

Event Date:

07 07 2020

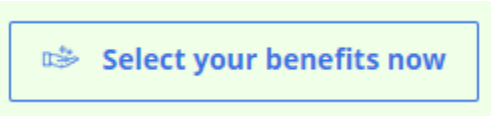
Enrolment Period

Available from Event Date

Enrolment Period Length

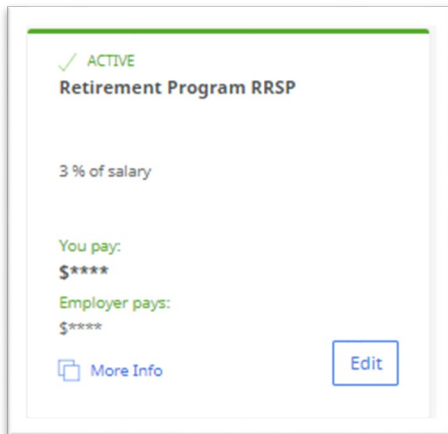
60 Days

You can now make changes to your benefits, by clicking "Select your benefits now".



Option 1. Stop RRSP/DPSP Contributions

After you have started the "Change in Circumstance", locate the Retirement Program RRSP option, and click "Edit"



✓ ACTIVE

Retirement Program RRSP

3 % of salary

You pay:
\$****

Employer pays:
\$****

More Info Edit

Select "Discontinue Benefit" in the Costs box on the right side of the screen, and then, click "OK"


Costs Before Tax


Per Period | Per Year


You Pay \$****


Employer Pays \$****

Total Cost \$****


 Add To Cart

 Discontinue Benefit



 To discontinue benefit, proceed to Checkout ✕

 OK

After this, you may checkout by locating the icon on the bottom of the page

Total Cost For You - New  \$****

Employer Pays: \$****

 Cost Breakdown 

Then, confirm selection

Checkout

Benefits to be Discontinued

Benefit Name	Level	Employer Pays	You Pay	Cost Difference	Undo
<input checked="" type="checkbox"/> Retirement Program RRSP		\$****	\$****	<input type="text" value="▼ \$****"/>	<input type="button" value="↶"/>

Total Cost For You - New

\$****
(Per Period)

Option 2. Change RRSP/DPSP Contributions

After you have started the “Change in Circumstance”, locate the Retirement Program RRSP option, and click “Edit”
Select the new contribution you want to make, click calculate, next, and then check the confirm box.



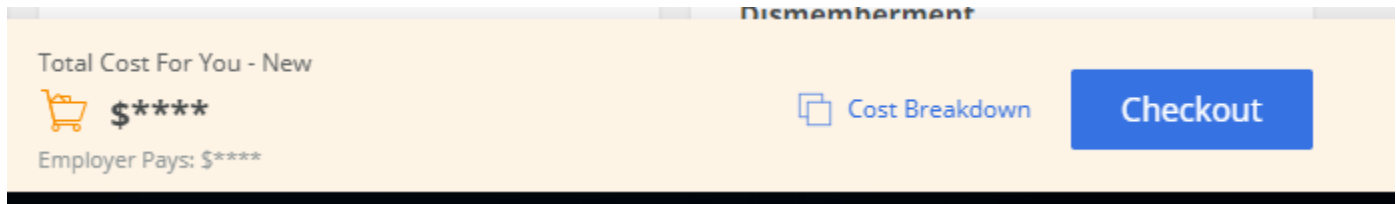
A text input field containing the number '8'. To the right of the input are two blue square buttons: a minus sign '-' and a plus sign '+'. The entire control is enclosed in a light gray border.

% of salary

A blue rectangular button with the text 'Calculate' in white.


A blue rectangular button with the text 'Next >' in white.

After confirming your selection you must add it to your cart and you will be taken back to the screen with all of your benefits. You can make any other changes you want and when complete you MUST click on "Checkout".




Disenrollment

Total Cost For You - New

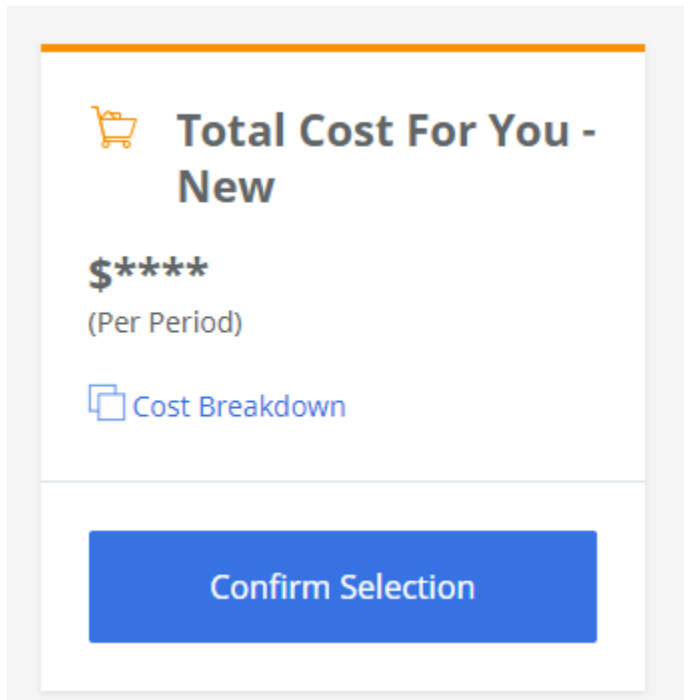
 \$****


Employer Pays: \$****

 Cost Breakdown


[Checkout](#)

You will then be shown your new sections and you MUST click "Confirm Selection".



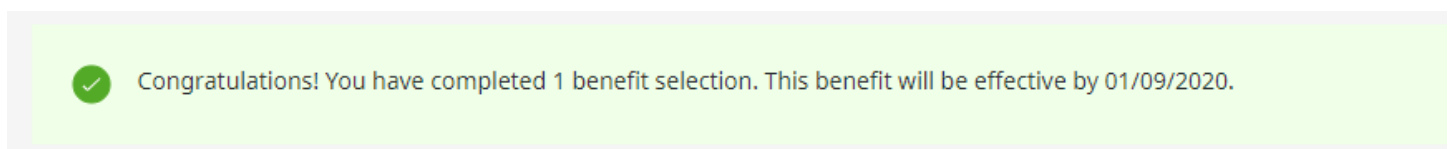
 **Total Cost For You - New**


\$****
(Per Period)

 Cost Breakdown

[Confirm Selection](#)

When all steps have been completed you will get a notification on the screen confirming you have completed the selection. If you do not get this confirmation you have missed a step.



 Congratulations! You have completed 1 benefit selection. This benefit will be effective by 01/09/2020.