

TIME SENSITIVE! IMPORTANT ACTION REQUIRED - Welcome to your new benefits plan for ONE-T Principal and Vice-Principal Members

Your benefits are provided by **ONE-T, the Ontario Non-union Education Trust**.

You have been automatically enrolled in the plan with Basic Life Insurance, Basic Accidental Death and Dismemberment Insurance and family Health and Dental care.

There are no plan member contributions for these benefits for full-time principals and vice-principals.

Part-time plan members pay prorated benefit costs. If you are a part-time plan member, please contact Cowan for your monthly cost.

**In order to complete your enrolment, you must action the steps outlined below.**

### **1 – Confirm your information: TIME SENSITIVE**

Access the [self-enrolment portal](#) using your certificate number: **#cert#**

#### **a) Validate your personal information**

#### **b) Choose your coverage option**

- **Family coverage, add you spouse and dependent child information.**
- **Select single coverage if you have no dependents requiring coverage.**
- **Select exempt if you have coverage under an equivalent plan and want to opt out of health and dental care.**

Note: It will take 2 business days for your dependent data to be recorded at Canada Life.

***It is essential to complete the enrolment validation process within 31 days of receipt of this email to ensure that you receive the desired level of coverage (Single, Family or Exempt).***

### **2 – Read your electronic welcome package**

Access Cowan's [Member Access Site](#)

1. Click on **I'm a new user**
2. Fill in all the required fields
3. Use your Cowan certificate number shown above

Now you can access:

- Benefits-at-a-glance (BAAG), which provides an overview of your new benefits plan.
- Beneficiary designation & other forms you may require during your coverage with ONE-T
- Printable eCard\* available on benefit start date

### For Your Information

**ONE-T/FENSÉO** - The Trust is managed by a Board of Trustees who are responsible for effectively managing ONE-T/FENSÉO, including making a broad range of administrative and investment decisions.

**Cowan Insurance Group** - Plan enrolment and eligibility

**Canada Life** - Health and Dental coverage, claims, maximums, coordination of benefits and electronic fund transfers

**Chubb** - insurer for Accidental Death and Dismemberment Insurance.

### Contact Information

**Cowan Call Centre 1-888-330-4010**

**Canada Life Call Centre 1-866-800-8086**

### Helpful Links

- Register for GroupNet for plan members in order to submit claims electronically and to view your claims history: [www.greatwestlife.com/login](http://www.greatwestlife.com/login)
- ONE-T website: <https://www.one-t.ca/>

*Your ONE-T Benefits Administration Team*

### **Cowan Insurance Group**

**T:** 1-888-330-4010 | **F:** 613-741-7771

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