



## Benefit Enrollment Instructions

### Welcome to SPARC!

As a full-time employee, you are eligible to participate in our employee benefit programs. The Benefits-at-a-Glance guide, which provides an overview of all benefit offerings, and benefit enrollment forms are available on The Loop.

**You must complete the Manulife Group Benefits Enrollment Form and return it to [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com) no later than 30-days from your date of hire or promotion to a benefits eligible position.** Individual enrollment in the medical and dental plans is mandatory and can only be waived if you have coverage through another plan (such as your spouse's insurance). Short and Long-Term Disability are mandatory for all employees. **You must submit this form, even if you are waiving coverage.**

Optional Life and the Retirement Savings Plan are not mandatory, and you should only complete those forms if you wish to enroll in the corresponding benefits.

### LIST OF FORMS AVAILABLE ON THE LOOP:

- **Manulife Group Benefit Enrollment Form (Required)**
- **Life Insurance Beneficiary Form (Required)**
- **Benefit Acknowledgement Form (Required)**
- Optional Life Insurance Application  
(If you wish to request life insurance in excess of the basic life provided by SPARC)
- Optional Life Insurance Evidence of Insurability  
(Complete only if you are submitting an Optional Life Insurance Application)
- RRSP (Retirement Savings) Enrollment Form  
(Submit if you wish to participate in the Retirement Savings Plan)

We understand you may have many questions, and the SPARC benefits team is ready to assist you. Please contact us at [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com).