# Manulife Navigation Guide

Use the following guide to help you navigate important information on the <u>Manulife Secure Site</u>. You can also call the Manulife Customer Care Centre for additional help and guidance at 1-800-268-6195, Monday to Friday, 8 a.m. until 8 p.m.

### **Coverage Statement**

Provides a summary of your coverage elections, premiums, list of insured dependents and beneficiaries. My Benefits > Coverage Details > Coverage Statement

#### **Benefits Booklet**

Review your eligibility and coverage details for yourself and any dependents and learn how to submit a claim. Navigation > My Benefits > Benefits Booklet

#### Benefits at a Glance

An overview of the Queen's benefits plan and your associated coverages. My Benefits > Coverage Details > Benefits at a Glance

#### Claim Forms

Paper claim forms for health and dental claims. Forms > Claim Forms > Find a Form

# **Update your Address**

Update your address on file with Manulife.

My Profile > Personal Information > Edit my Personal Information

## **Update your Banking Information**

Update your banking information for your health and dental claim payments from Manulife.

My Profile > Banking Information > Edit my Banking Information

#### Check Available Balances

Check your available balances under the dental and paramedical benefit plans.

Claims > Available Balances