

Electronic submission: Step-by-Step process

<p>Step 1: Log in as a plan member</p>	<p>You will need a customer number and PIN:</p> <p>To access your account information through the Internet you need a customer number and personal identification number (PIN). You will find your customer number on page one of your member statement.</p> <p>Once you have your customer number, you need to register to receive your four-digit PIN. Please call 1-888-727-7766. You'll be asked a few simple questions to confirm your identity. Upon confirmation, a PIN will instantly be provided.</p> <p>If you've forgotten your PIN Call 1-888-727-7766 and press zero to speak to a Customer Service Representative.</p>
<p>Step 2: Add your banking information</p>	<p>On the left-hand menu under <i>My Account</i> choose: <i>Add / Change a bank account</i></p> <ul style="list-style-type: none"> • Add your banking information
<p>Step 3: Verification of your banking information</p>	<p>In order to activate the direct deposit, Manulife needs to receive your completed two-page pre-authorized debit form and verify your account information. Send your signed enrolment form and a void cheque by fax or mail to Manulife Financial:</p> <p>Fax: Attention: Customer Service – Manulife Financial Canadian Pension Operations Fax number: (519) 747-6895</p> <p>Mail: Manulife Financial Canadian Pension Operations – Customer Service P.O. Box 396, Stn. Waterloo Waterloo, ON N2J 4A9</p> <ul style="list-style-type: none"> • Upon verification your account will be available within 2 days.
<p>Step 4: Complete your deposit</p>	<p>Once your banking information has been verified:</p> <ul style="list-style-type: none"> • Log on to the plan member website. • On the left-hand menu, under <i>Make Contributions</i>, choose – <i>Make a lump sum contribution</i>. • Follow the instructions.