



## **STEPS TO ENROLL IN THE RETIREMENT SAVINGS PLAN**

### **REGISTER YOUR ACCOUNT**

*Register for online access*

1. Go to [dfs.ca/groupplanmember](https://dfs.ca/groupplanmember)
2. Click on Log on
3. Select Group Retirement Savings
4. Click on Register
5. Create your user ID and password
  - You will need your group number (G004738) and your 8 digit employee number
6. Once your account is created, log in and :
  - Confirm or update your personal information
  - Assign your beneficiary(ies)
  - Complete your investor profile and select your investments for the Employer 2% Match
  - Validate that all information is correct; click *Confirm*

### **ENROLLMENT IN ADDITIONAL CONTRIBUTION (2% EMPLOYEE CONTRIBUTION)**

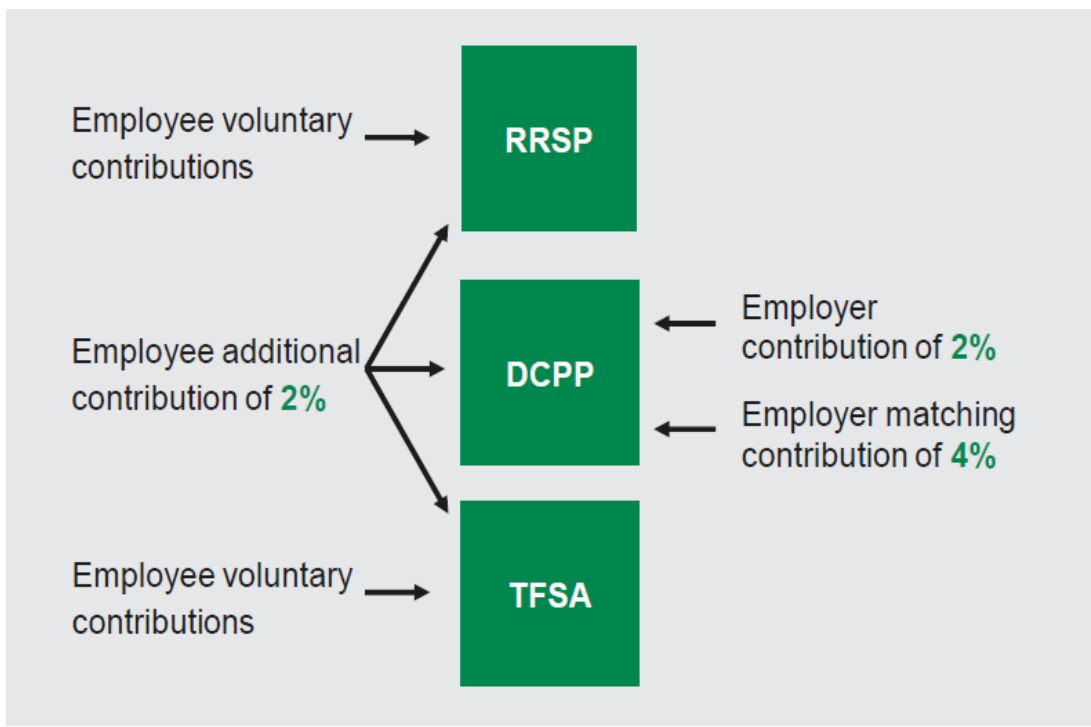
Your contribution of 2% of your earnings can be deposited to any of the 3 plans we offer:

- ▶ Defined Contribution Pension Plan (DCPP) or
- ▶ Registered Retirement Savings Plan (RRSP) or
- ▶ Tax-Free Savings Account (TFSA)

**Please note that your 2% contribution cannot be split between the options.**

**If you are electing to contribute to the RRSP or TFSA plan, it is your responsibility to know and monitor your annual contribution limits. These limits are outlined on your annual Notice of Assessment or by contacting the Canada Revenue Agency.**





1. Select Transactions
2. Enroll
3. Select Plan
4. Enter 2% under Employee contributions
5. Follow the instructions to complete election



**Variable amount or percentage**

Employee contributions (?)

Current

New

N/A

%





## **Registered Retirement Savings Plan (RRSP) and Tax-Free Savings Plan (TFSA)- VOLUNTARY CONTRIBUTION**

If you would like to make additional contributions that are exempt from the comp[any match.


1. Select My transactions
2. Enroll if not enrolled / Contribute if enrolled
3. Select plan to enroll or contribute to
4. Choose your contribution rate for RRSP or dollar amount for TFSA
5. Enter under Voluntary contributions
6. Follow the instructions to complete election

### Voluntary contributions ?

Current

N/A

New

Questions or having trouble with the process? Please call Desjardins Insurance Customer Contact Centre at 1-800-968-3587.

***Saving for your retirement is one of the best investments you can do!***