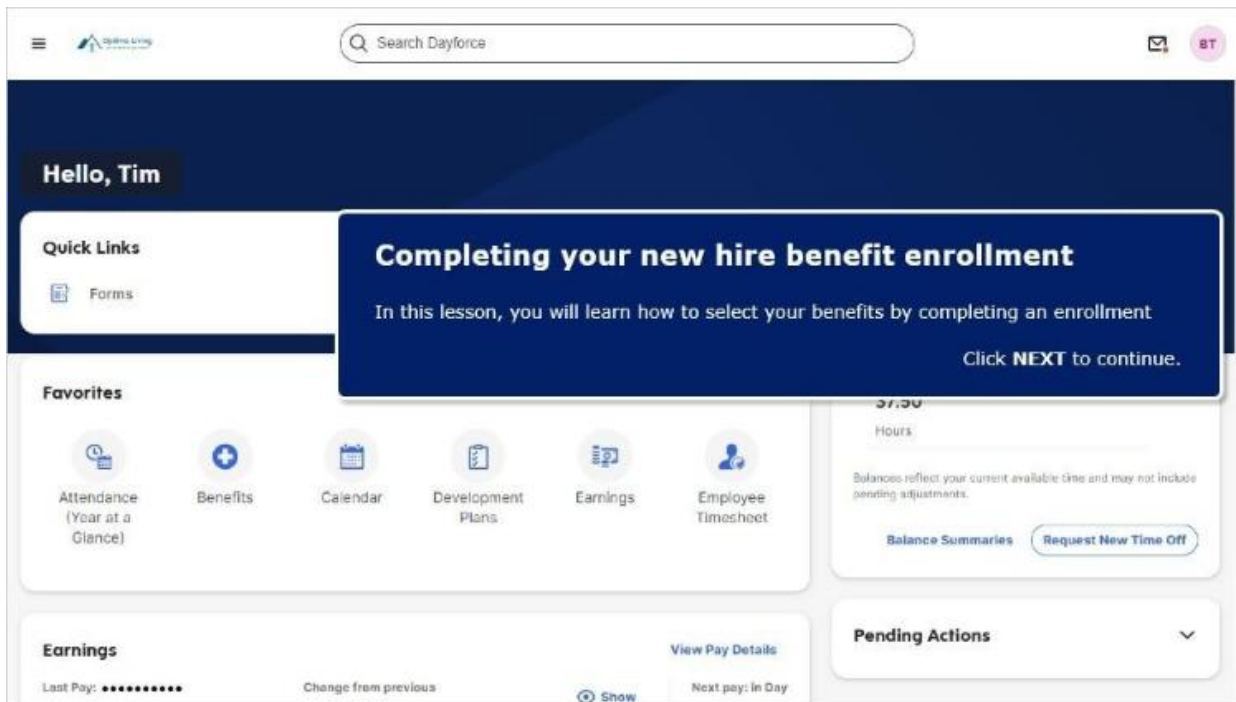
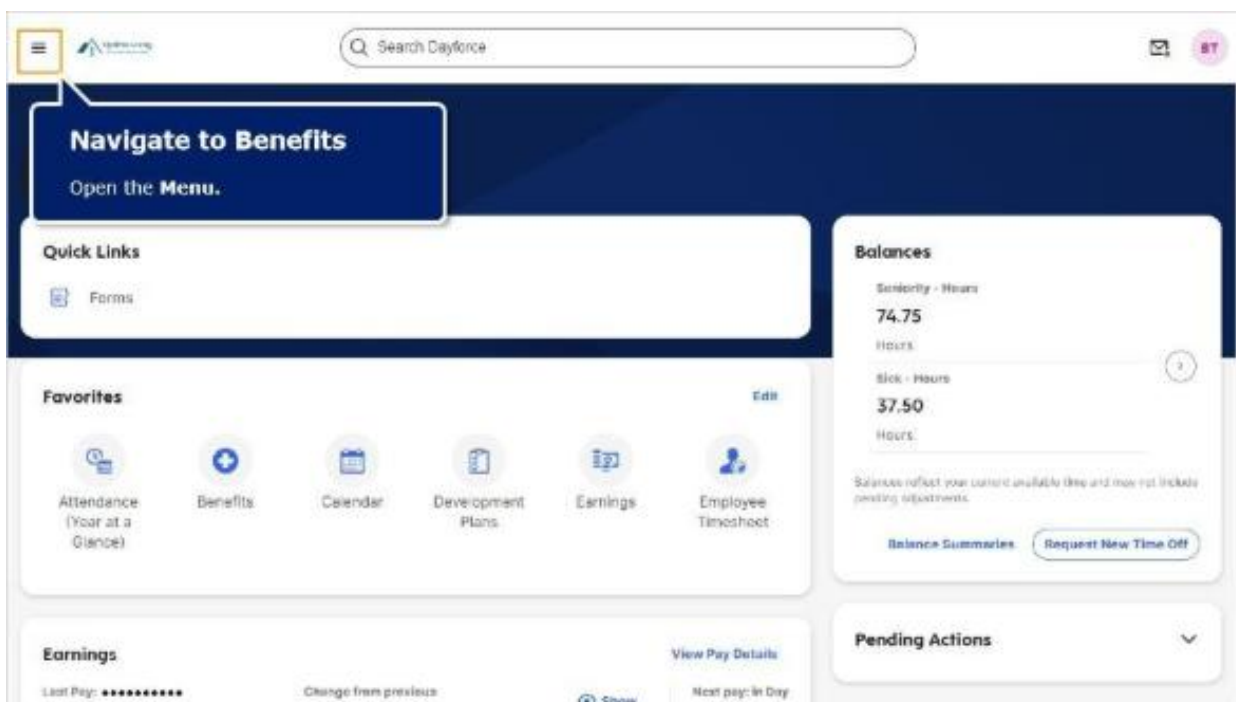


Quick Guide: Completing your New Hire Benefits Enrollment

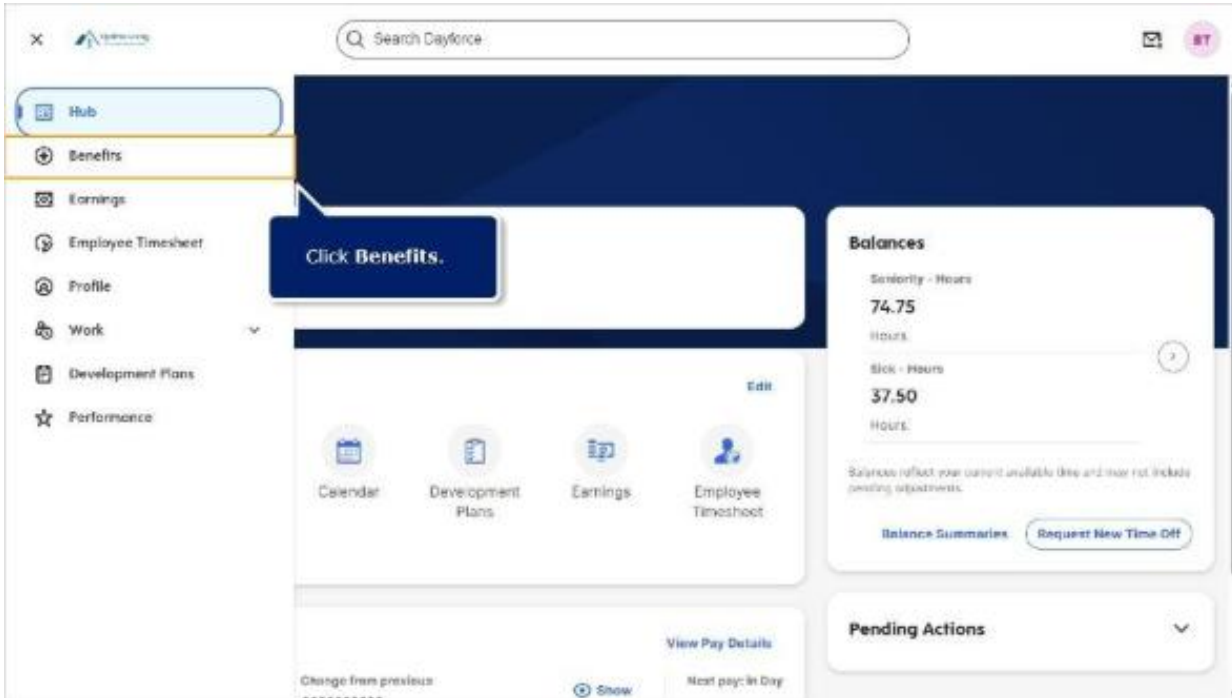
1. Log into Dayforce, Main Menu:



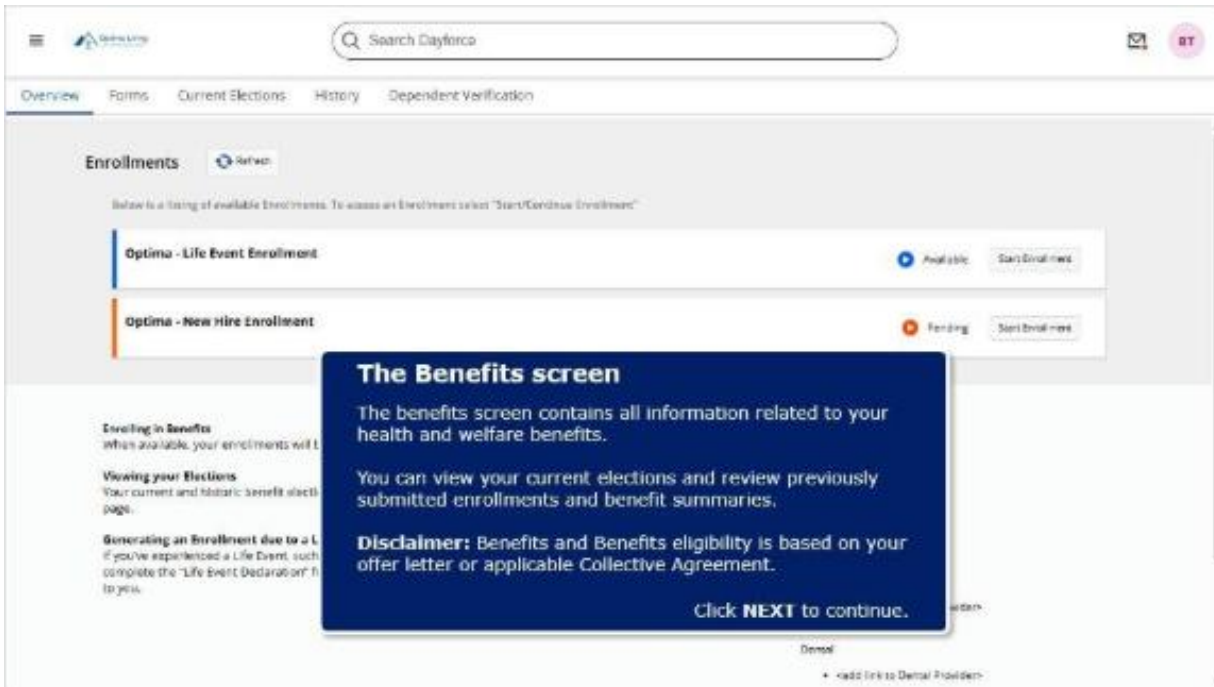
2. From Main Menu, navigate to “Benefits” using the three lines in top left corner (hamburger):



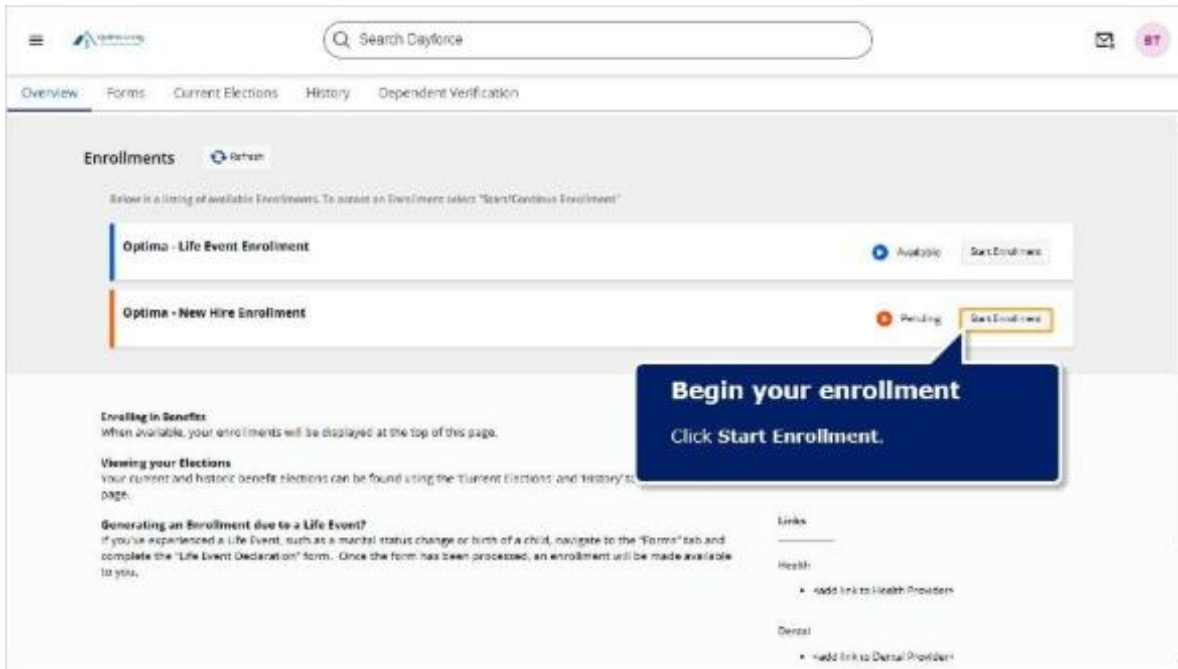
3. Choose “Benefits” by clicking:



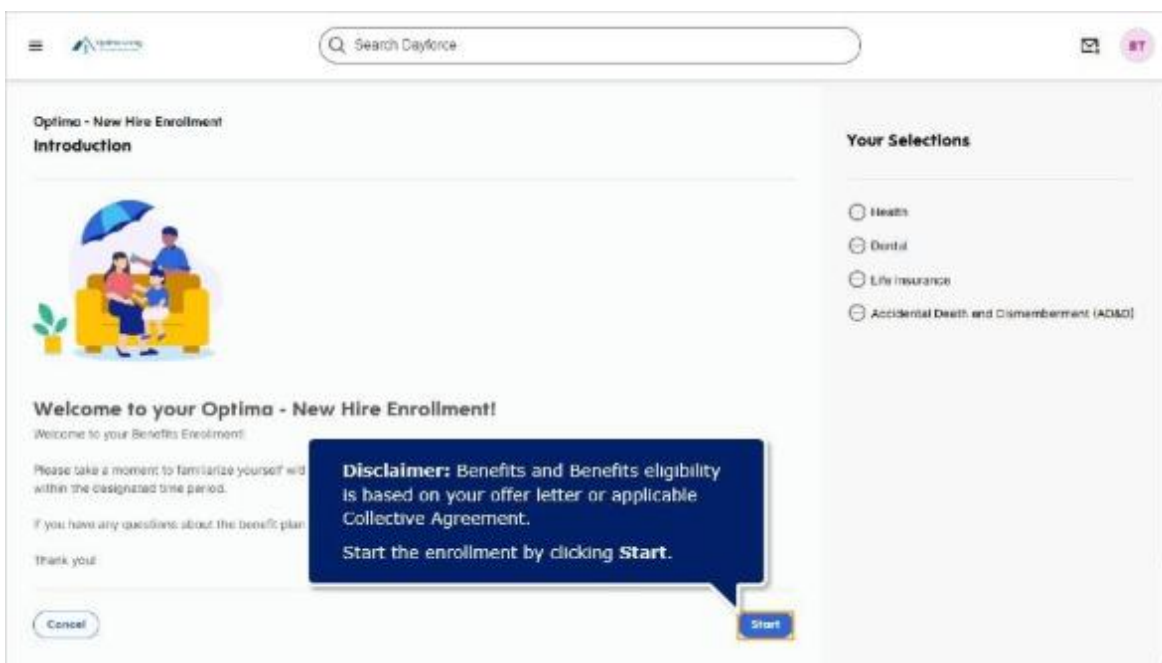
4. You should arrive at “The Benefits Screen”:



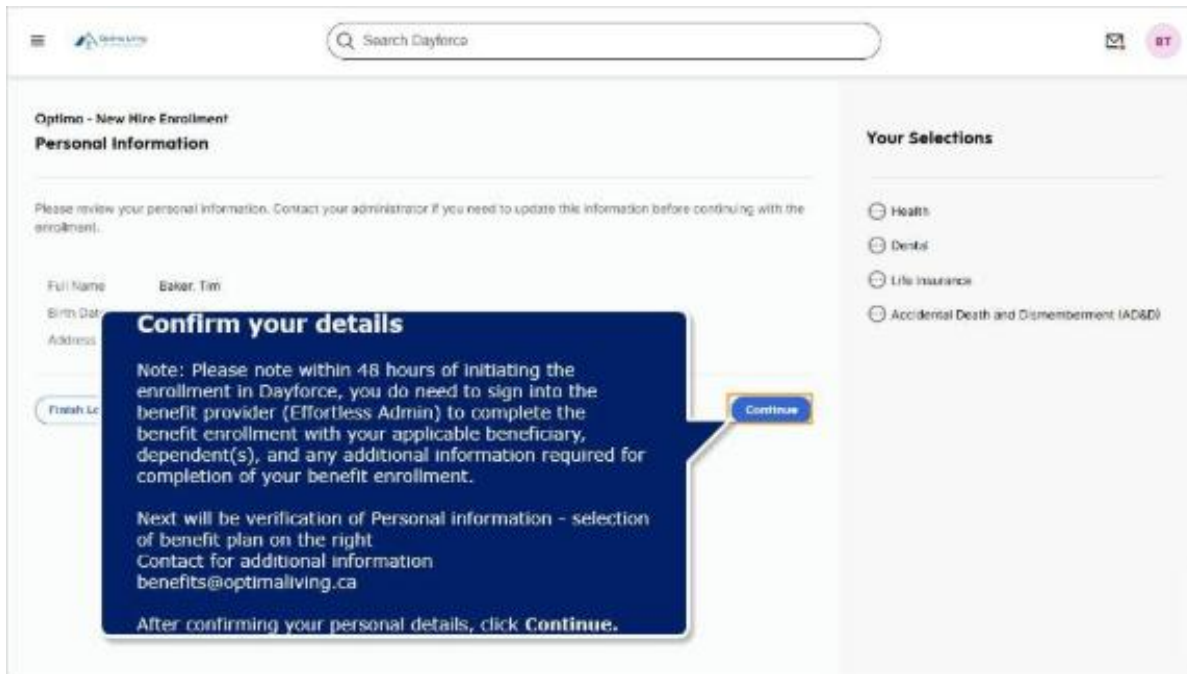
5. Begin your Benefit Enrollment by clicking on “Begin your enrollment”:



5.1. From the Main Benefit Enrollment screen, click “Start” to begin:



5.2. Confirm your Personal Data (*please see important note about signing into benefit provider):



Optima - New Hire Enrollment

Personal Information

Please review your personal information. Contact your administrator if you need to update this information before continuing with the enrollment.

Full Name Baker, Tim

Birth Date

Address

Finish Later

Confirm your details

Note: Please note within 48 hours of initiating the enrollment in Dayforce, you do need to sign into the benefit provider (Effortless Admin) to complete the benefit enrollment with your applicable beneficiary, dependent(s), and any additional information required for completion of your benefit enrollment.

Next will be verification of Personal information - selection of benefit plan on the right
Contact for additional information
benefits@optimaliving.ca

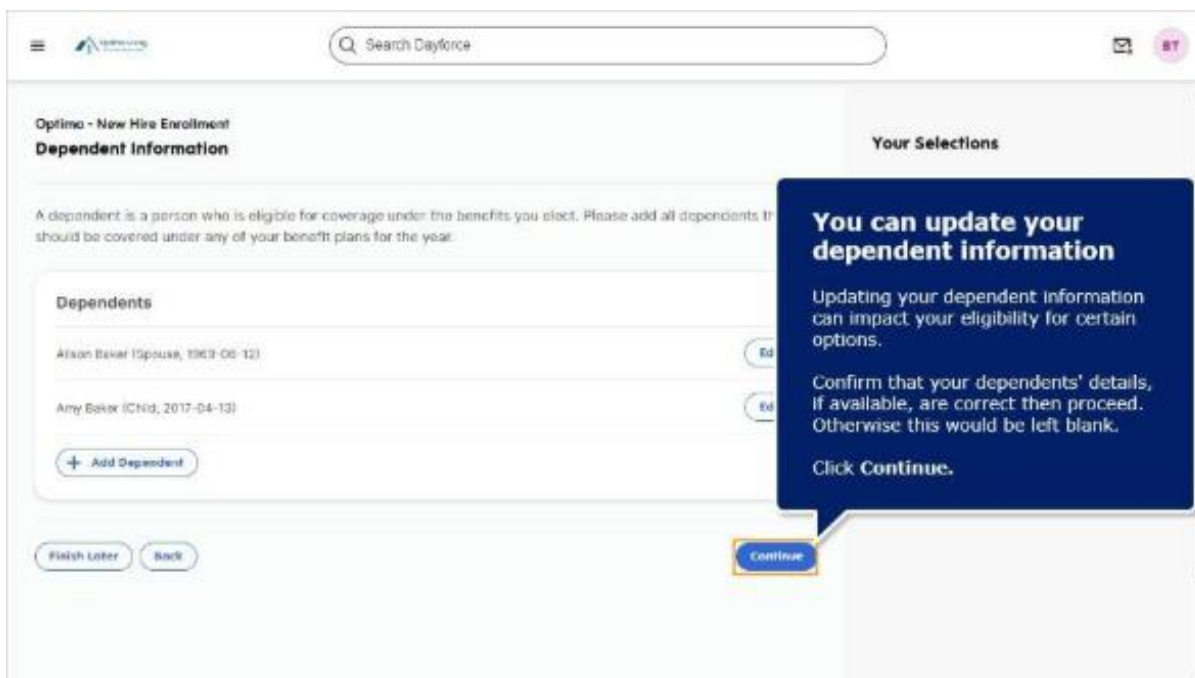
After confirming your personal details, click **Continue**.

Your Selections

- Health
- Dental
- Life Insurance
- Accidental Death and Dismemberment (AD&D)

5.3. Verification of Personal Information or Update as needed:

5.3.1. Confirm all details are accurate, click continue once confirmed.



Optima - New Hire Enrollment

Dependent Information

A dependent is a person who is eligible for coverage under the benefits you elect. Please add all dependents that should be covered under any of your benefit plans for the year.

Dependents

Alison Baker (Spouse, 1963-06-12) Ed

Amy Baker (Child, 2017-04-13) Ed

+ Add Dependent

Finish Later Back

You can update your dependent information

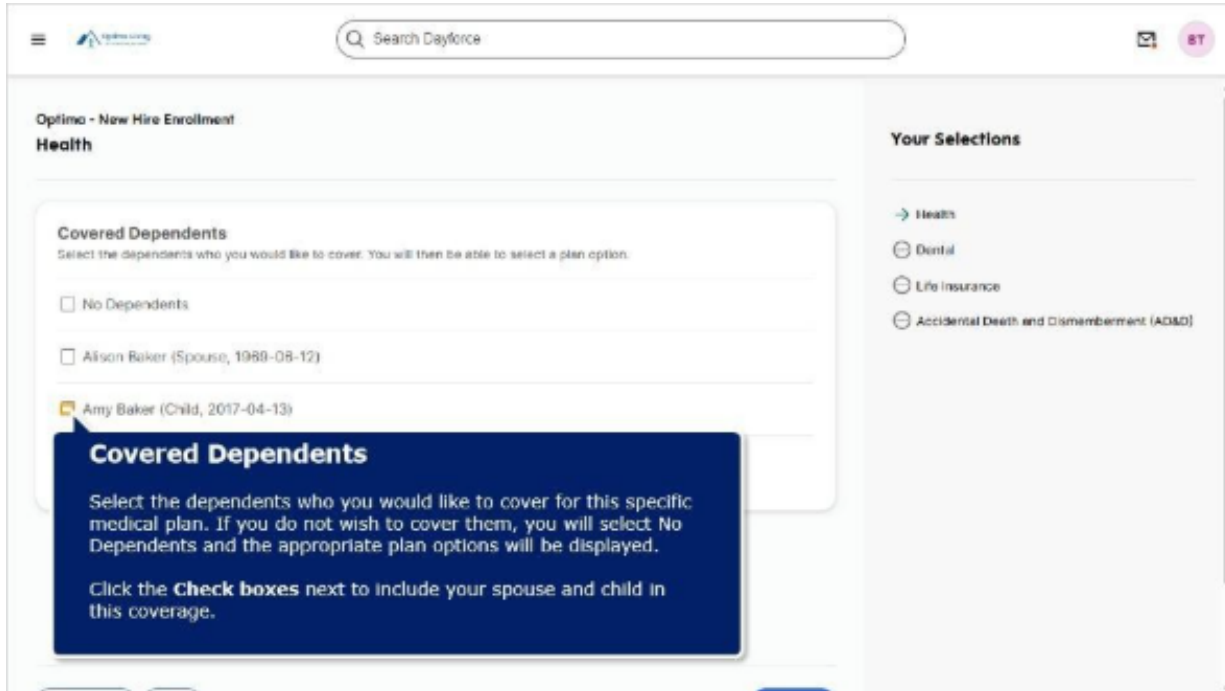
Updating your dependent information can impact your eligibility for certain options.

Confirm that your dependents' details, if available, are correct then proceed. Otherwise this would be left blank.

Click **Continue**.

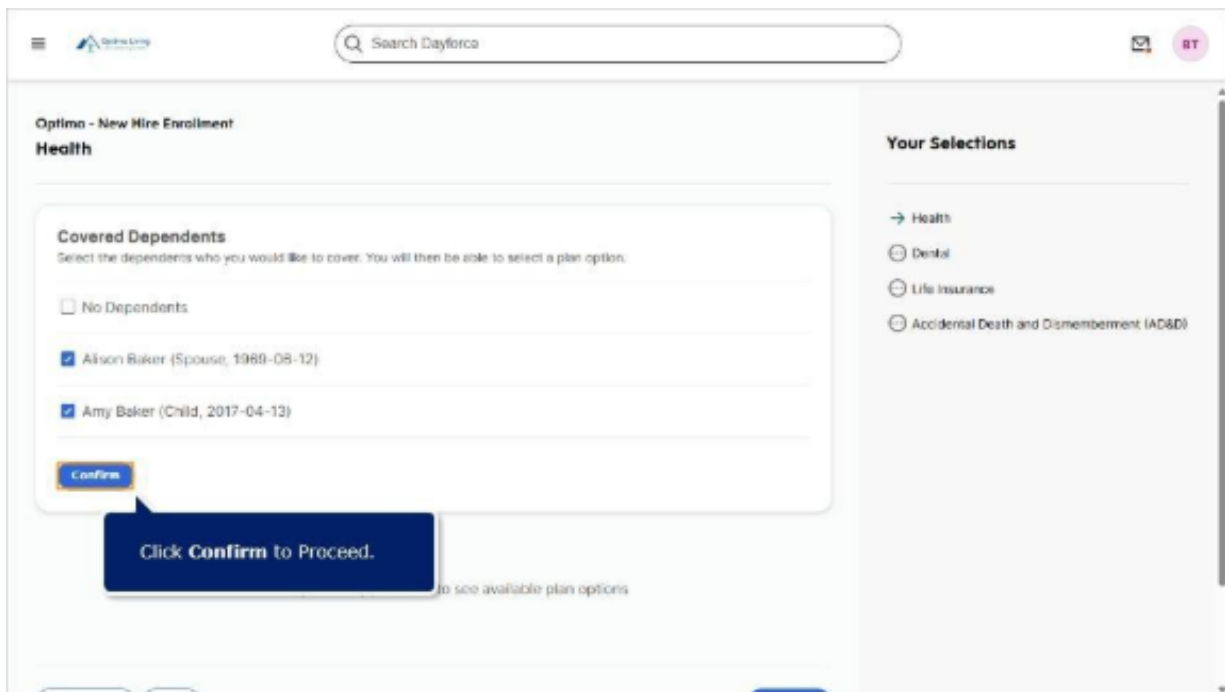
Continue

5.4. Select the dependents who you would like to cover for each benefit (health and dental):



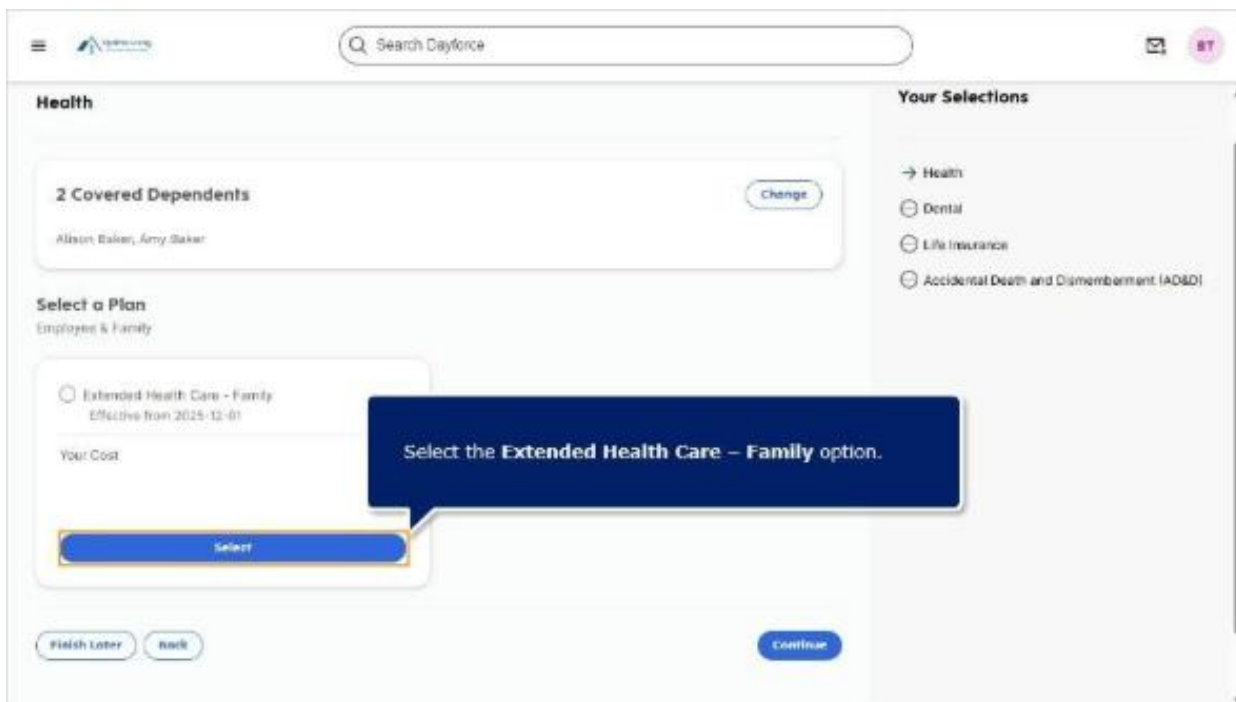
The screenshot shows the 'Optima - New Hire Enrollment' page for 'Health'. Under the 'Covered Dependents' section, there are three options: 'No Dependents', 'Alison Baker (Spouse, 1989-08-12)', and 'Amy Baker (Child, 2017-04-13)'. A blue callout box titled 'Covered Dependents' contains the following text: 'Select the dependents who you would like to cover for this specific medical plan. If you do not wish to cover them, you will select No Dependents and the appropriate plan options will be displayed. Click the **Check boxes** next to include your spouse and child in this coverage.'

5.5. Confirm the Selection by clicking the "Confirm" button:



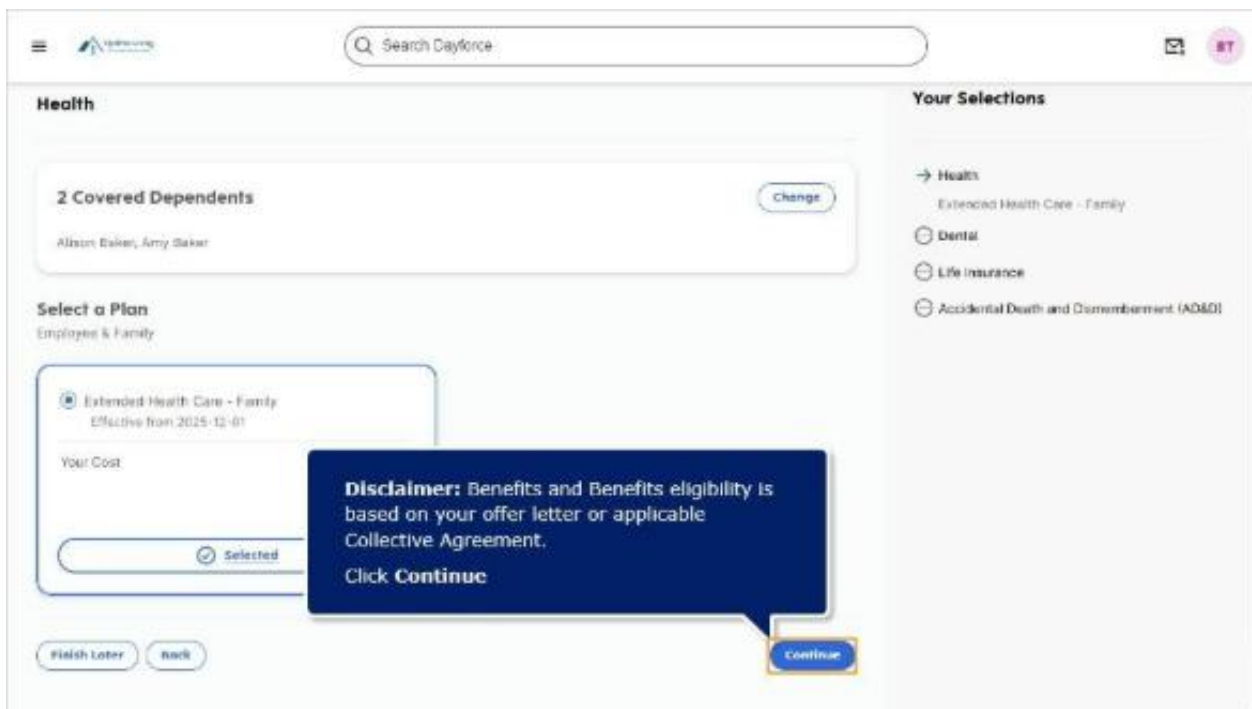
The screenshot shows the same 'Optima - New Hire Enrollment' page for 'Health'. In this view, the 'Covered Dependents' section has 'Alison Baker (Spouse, 1989-08-12)' and 'Amy Baker (Child, 2017-04-13)' selected with checkmarks. The 'Confirm' button is highlighted with a blue box. A blue callout box below the button contains the text: 'Click **Confirm** to Proceed.'

5.6. Select a Medical Plan:



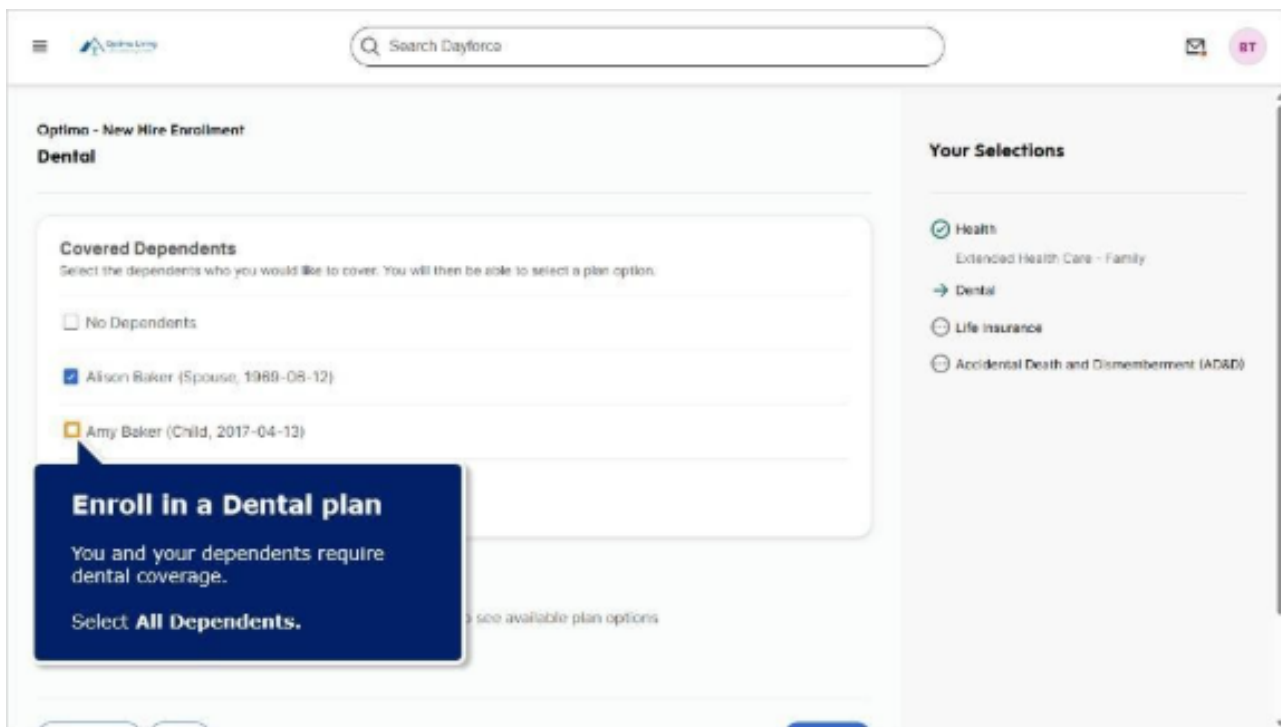
The screenshot shows the 'Health' section of the Optima Living portal. Under '2 Covered Dependents', the names 'Alicia Baker, Amy Baker' are listed. The 'Select a Plan' section is titled 'Employee & Family' and shows the 'Extended Health Care - Family' option selected with a radio button. A blue callout bubble points to this option with the text: 'Select the **Extended Health Care - Family** option.' Below the plan name, there is a 'Your Cost' field and a blue 'Select' button. At the bottom of the plan selection area, there are 'Finish Later' and 'Back' buttons. On the right side, the 'Your Selections' panel shows 'Health' selected with a right-pointing arrow, and 'Dental', 'Life Insurance', and 'Accidental Death and Dismemberment (AD&D)' listed below with radio buttons. A blue 'Continue' button is located at the bottom right of the main content area.

5.7. Click "Continue":



This screenshot is identical to the previous one, but the 'Continue' button at the bottom right is now highlighted with a blue box. A blue callout bubble points to this button with the text: 'Disclaimer: Benefits and Benefits eligibility is based on your offer letter or applicable Collective Agreement. Click **Continue**'. The 'Extended Health Care - Family' option remains selected in the 'Select a Plan' section.

6. Enroll in a Dental Plan:



Optima - New Hire Enrollment
Dental

Covered Dependents
Select the dependents who you would like to cover. You will then be able to select a plan option.

No Dependents

Alison Baker (Spouse, 1989-08-12)

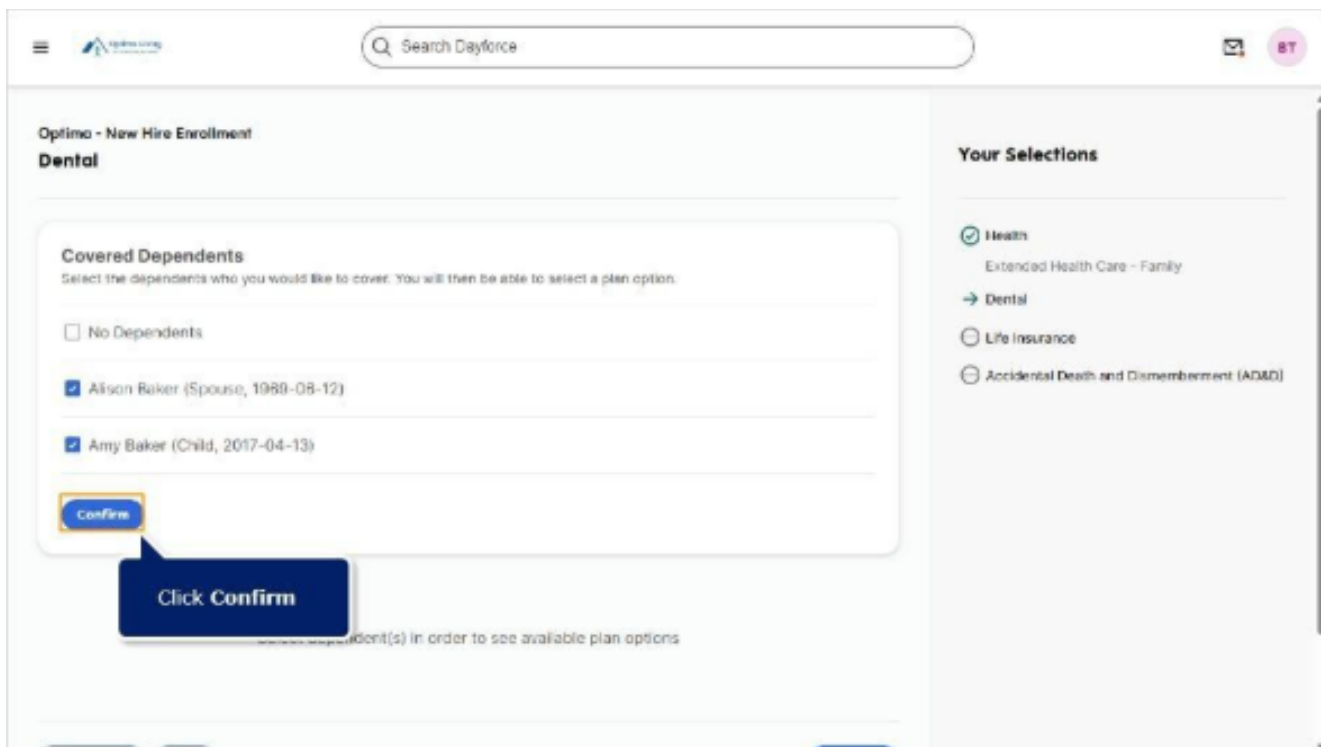
Amy Baker (Child, 2017-04-13)

Enroll in a Dental plan
You and your dependents require dental coverage.
Select **All Dependents**.

Your Selections

- Health
Extended Health Care - Family
- Dental**
- Life Insurance
- Accidental Death and Dismemberment (AD&D)

6.1. Confirm Dependents you wish to add to the Dental Plan, click “Confirm”:



Optima - New Hire Enrollment
Dental

Covered Dependents
Select the dependents who you would like to cover. You will then be able to select a plan option.

No Dependents

Alison Baker (Spouse, 1989-08-12)

Amy Baker (Child, 2017-04-13)

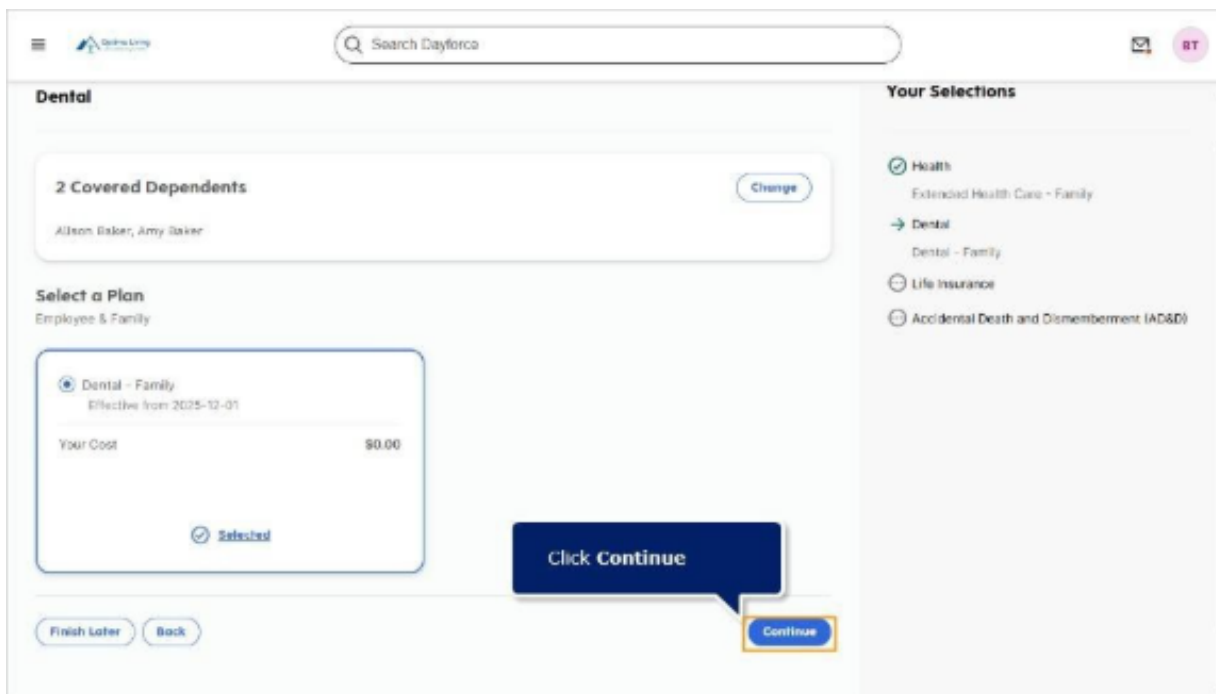
Confirm

Click Confirm

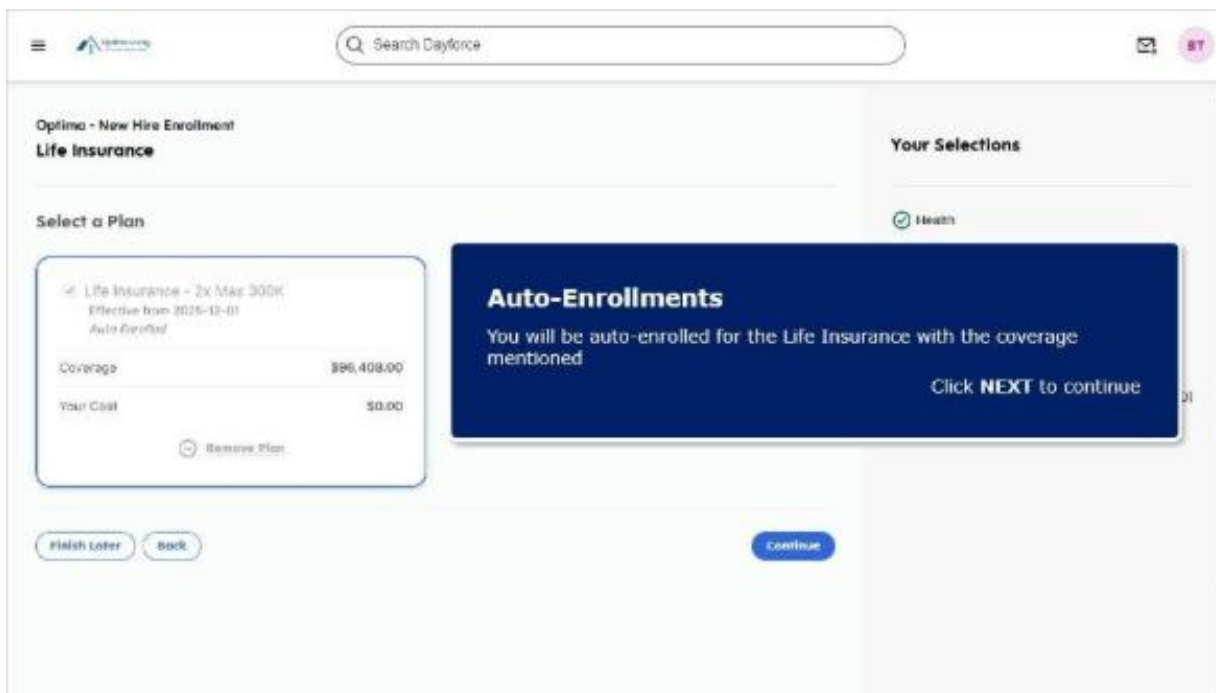
Your Selections

- Health
Extended Health Care - Family
- Dental**
- Life Insurance
- Accidental Death and Dismemberment (AD&D)

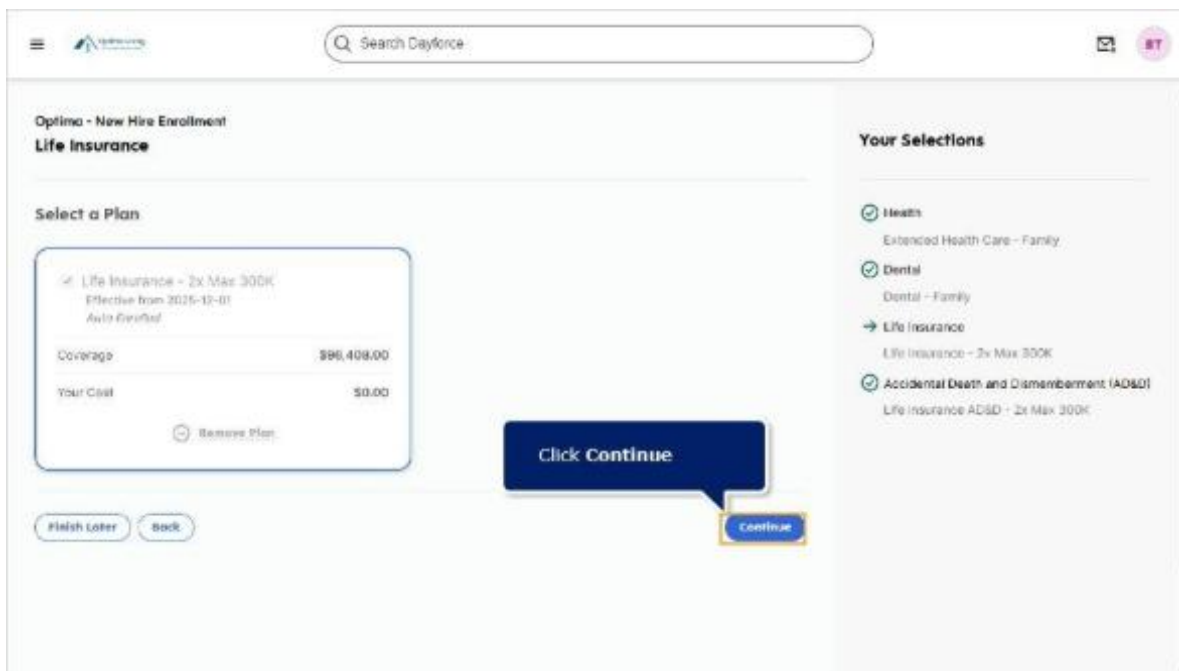
6.2. Click continue once all selections have been completed:



7. Additional Employee Life Plan with Auto-Enrollments:

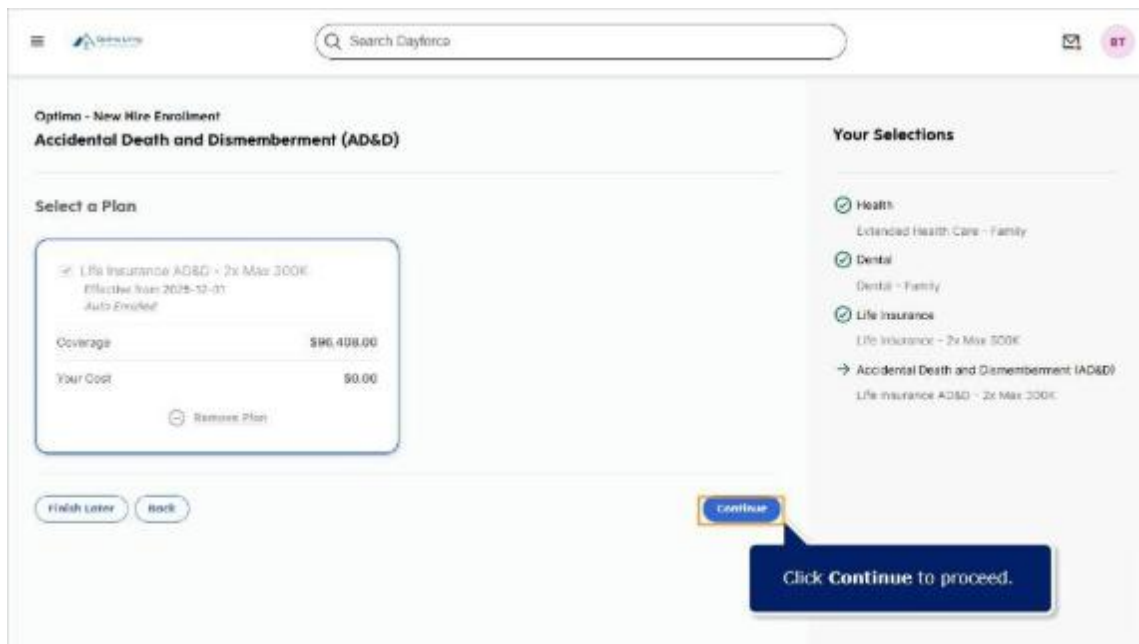


7.1. Click “Continue”:



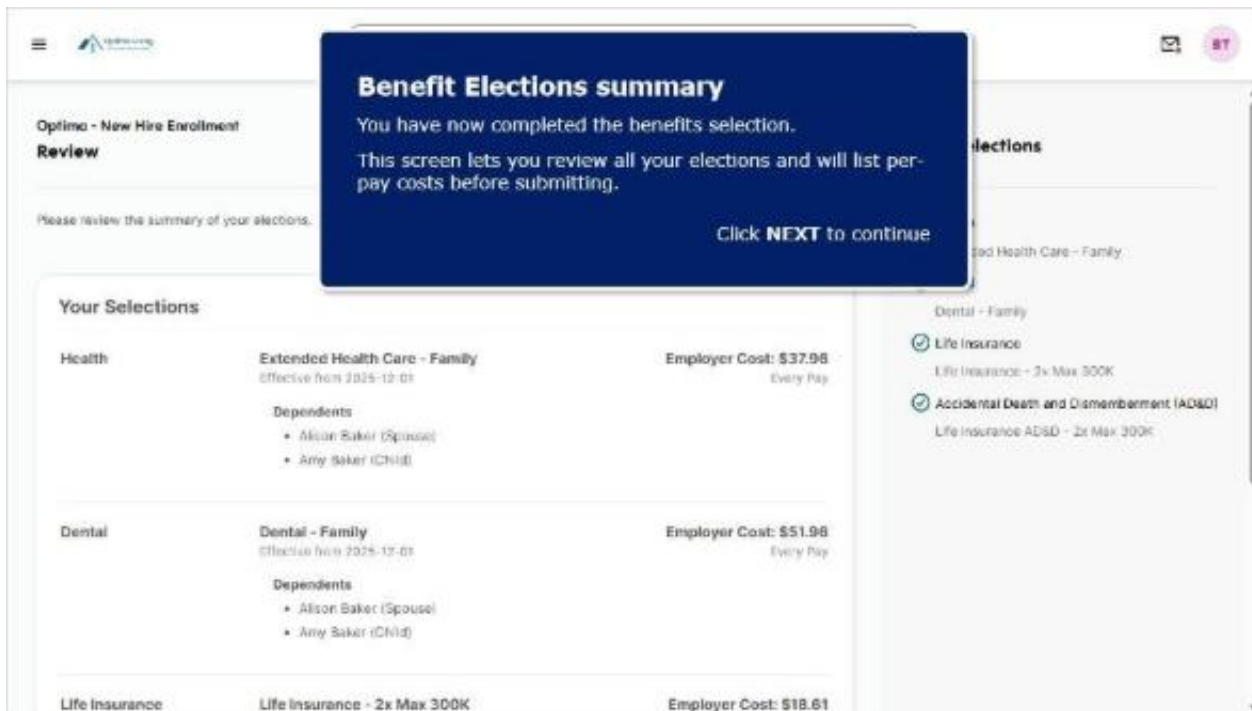
The screenshot shows the 'Optima - New Hire Enrollment Life Insurance' page. On the left, under 'Select a Plan', a plan is selected: 'Life Insurance - 2x Max 300K', effective from 2025-12-01, auto-enrolled. The coverage is \$96,408.00 and the cost is \$0.00. A 'Remove Plan' button is at the bottom of the plan card. Below the plan card are 'Finish Later' and 'Back' buttons. On the right, 'Your Selections' list includes: Health (Extended Health Care - Family), Dental (Dental - Family), Life Insurance (Life Insurance - 2x Max 300K), and Accidental Death and Dismemberment (AD&D) (Life Insurance AD&D - 2x Max 300K). A blue callout box with the text 'Click Continue' points to a 'Continue' button at the bottom right of the plan card area.

7.2. Select the Dependents, click “Continue”:



The screenshot shows the 'Optima - New Hire Enrollment Accidental Death and Dismemberment (AD&D)' page. On the left, under 'Select a Plan', a plan is selected: 'Life Insurance AD&D - 2x Max 300K', effective from 2025-12-01, auto-enrolled. The coverage is \$96,408.00 and the cost is \$0.00. A 'Remove Plan' button is at the bottom of the plan card. Below the plan card are 'Finish Later' and 'Back' buttons. On the right, 'Your Selections' list includes: Health (Extended Health Care - Family), Dental (Dental - Family), Life Insurance (Life Insurance - 2x Max 300K), and Accidental Death and Dismemberment (AD&D) (Life Insurance AD&D - 2x Max 300K). A blue callout box with the text 'Click Continue to proceed.' points to a 'Continue' button at the bottom right of the plan card area.

7.3. Benefits Election Summary:



Benefit Elections summary
You have now completed the benefits selection. This screen lets you review all your elections and will list per-pay costs before submitting.
Click **NEXT** to continue.

Optima - New Hire Enrollment Review

Please review the summary of your elections.

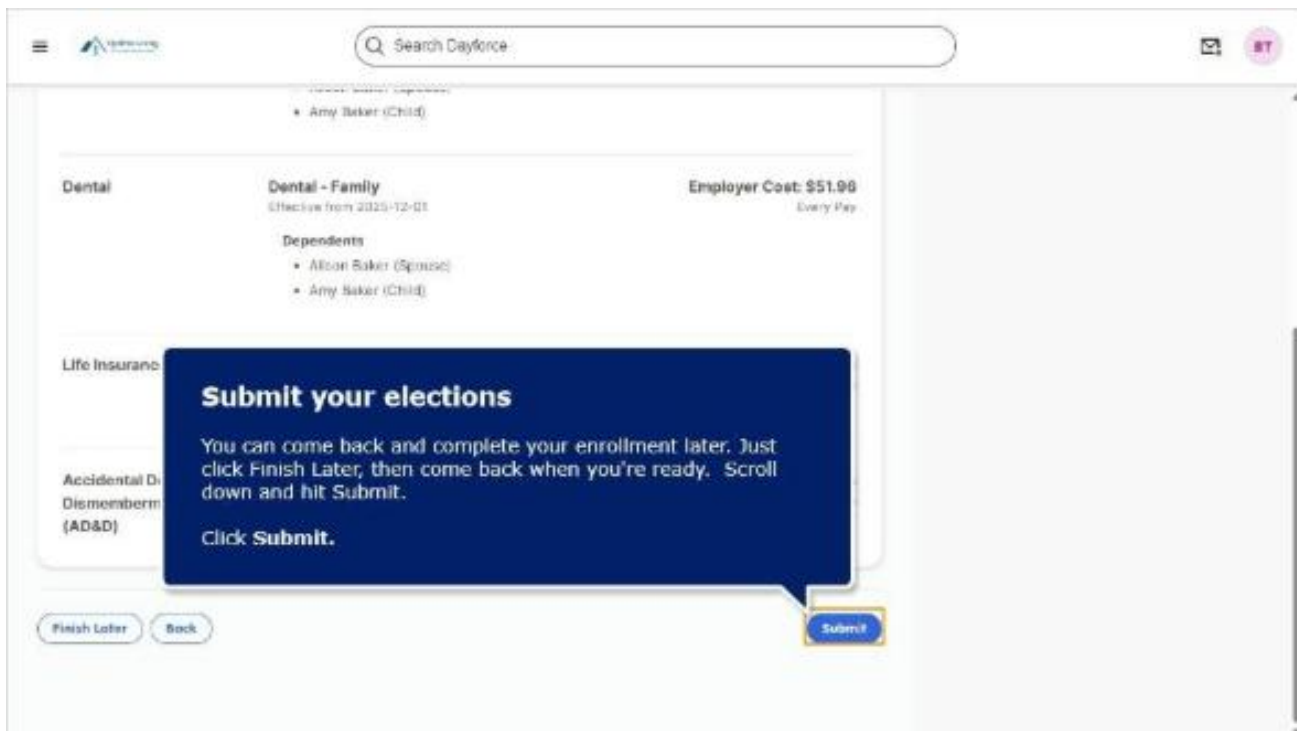
Your Selections:

Category	Selection	Employer Cost
Health	Extended Health Care - Family Effective from 2025-12-01 Dependents: • Alison Baker (Spouse) • Amy Baker (Child)	\$37.98 Every Pay
Dental	Dental - Family Effective from 2025-12-01 Dependents: • Alison Baker (Spouse) • Amy Baker (Child)	\$51.98 Every Pay
Life Insurance	Life Insurance - 2x Max 300K	\$18.61

Selected Elections:

- Life Insurance - 2x Max 300K
- Accidental Death and Dismemberment (AD&D) - Life Insurance AD&D - 2x Max 300K

7.4. Click "Submit":



Submit your elections
You can come back and complete your enrollment later. Just click Finish Later, then come back when you're ready. Scroll down and hit Submit.
Click **Submit**.

Dental

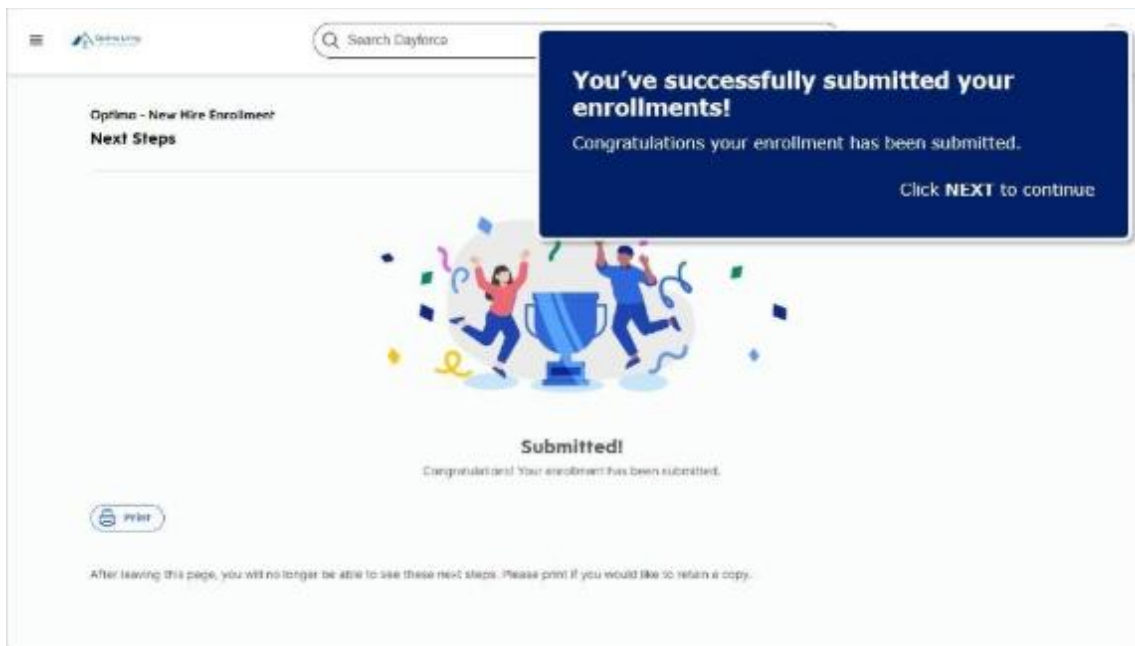
Category	Selection	Employer Cost
Dental	Dental - Family Effective from 2025-12-01 Dependents: • Alison Baker (Spouse) • Amy Baker (Child)	\$51.98 Every Pay

Life Insurance

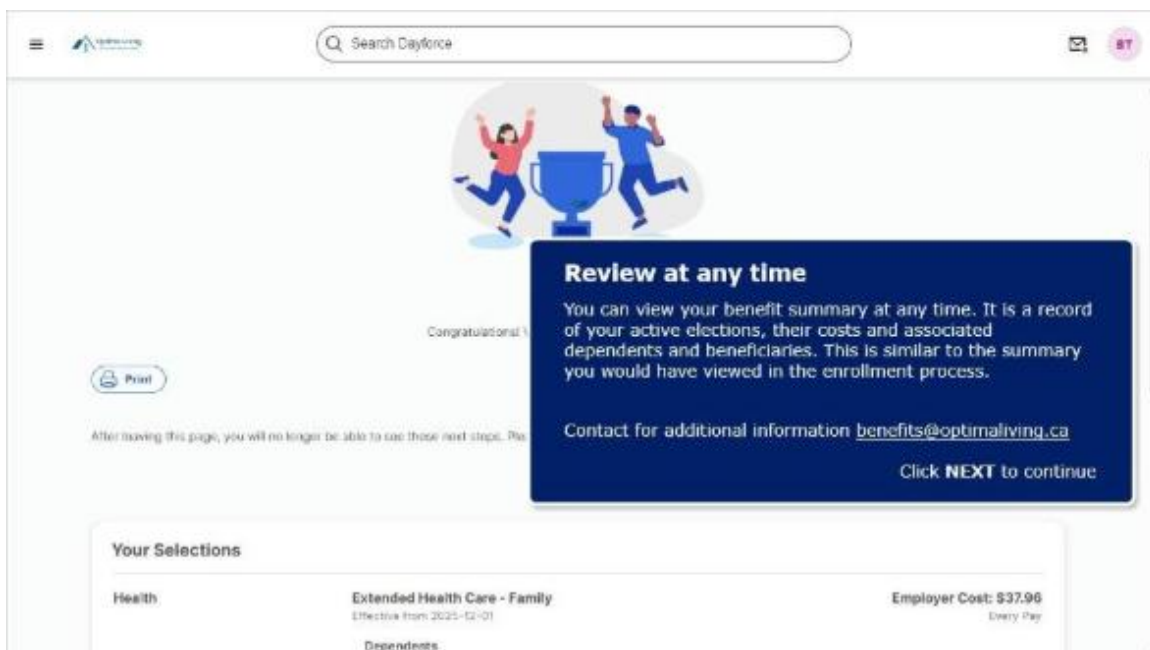
Accidental Death and Dismemberment (AD&D)

Buttons: Finish Later, Back, **Submit**

7.5. Success Message:



7.6. Review Screen for accuracy:



7.7. Completed:

