

July 27, 2016

**To: Participating Employers
3sHealth Employee Benefit Plans**

**From: Alana Shearer-Kleefeld
Manager, Benefits Administration, Employee Benefits**

**Re: On-Line Employee Benefits Dependent Change Form
3sHealth Employee Benefit Plans**

3sHealth Employee Benefits provides an On-Line Dependent Change Form through the 3sHealth website www.3shealth.ca. The On-Line Dependent Change Form allows both employers and plan members to electronically submit changes to marital status, spousal information, and dependent child information.

We have recently completed an enhancement to the On-Line Dependent Change Form so it now has the functionality to remove a spouse and/or remove a dependent child in addition to adding a new spouse or child or changing information for a spouse or child.

Also contained in each section of the form is a “?” that when clicked will provide help to the user regarding each section of the form.

We hope you will find the improvements to this form beneficial.

If you have additional questions about this directive, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or by email at ebp@3shealth.ca.

