

December 13, 2023

To: Participating Employers / Human Resource Personnel

**From: Shiona Buckshaw
Manager, Partner Services, Employee Benefits**

**Re: MemberNet Letter Updates - Release Notes
Employee Benefit Plans**

A MemberNet release is scheduled for Thursday, December 14, 2023.

The release will be implemented into the MemberNet production environment at 5:00 pm. There will be no MemberNet downtime.

The release includes several updates to the benefits letters in MemberNet. There is no change to the rules used to generate the benefit letters. Release notes detailing the updates are attached.

If you have additional questions regarding this bulletin, please contact a Benefit Services Officer at 1.866.278.2301 option 4, or email ebp@3sHealth.ca.

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HWOR-128: Remove reference to dependent life insurance in group 2 letters (other-than-full-time employees eligible for group life insurance)

3sHealth	<p>Issue: Group 2 letters advise the plan member they can purchase additional insurance including dependent life insurance. An amendment was made to the Group Life Insurance Plan to include dependent life as part of the basic life insurance coverage. The plan member does not need to apply for or pay a separate premium for dependent life insurance coverage.</p> <p>Resolution: In the sentence “You may purchase additional insurance under the Optional Life (maximum of \$150,000 without evidence of insurability), Voluntary Accidental Death and Dismemberment (AD&D), and Dependent Life Insurance provisions of the plan if you apply within 90 days of your enrolment date.”, the words “and Dependent Life Insurance” have been removed.</p>
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HWOR-127: Changed Reference of Great West Life to Canada Life

3sHealth	<p>Issue: Great West Life changed their name to Canada Life in 2020. 3sHealth Employee Benefits has been including an insert with each letter confirming the dental and health insurance company is Canada Life as well as their contact information. The letters also had the old email address information.</p> <p>Resolution: The reference to Great West Life was changed to Canada Life and the email address was changed to canadalife.com.</p> <p>Changed sentence “Check into Great-West Life’s Health & Wellness section for information on topics that are important to you “Check into Canada Life’s Info Centre for information on topics that are important to you”.</p>
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HWOR-126: Updated 3sHealth Office Address

3sHealth	<p>Issue: The 3sHealth office has moved to a different building, however the letters displayed the old address.</p> <p>Resolution: Updated the 3sHealth address to 600 – 1919 Saskatchewan Drive, Regina, SK S4P 4H2.</p>
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HWOR-125: Updated Benefits Services Manager Signature

3sHealth	<p>Issue: Signature on all letters was the previous Benefits Services Manager, Lorne Shiplack.</p> <p>Resolution: Replaced the Benefits Services Manager signature with Sarah Dedman's signature.</p>
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HWOR-124: Updated 3sHealth Logo

3sHealth	<p>Issue: The 3sHealth logo was outdated.</p> <p>Resolution: Replaced the 3sHealth logo with the newest logo.</p>
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