

# BENEFITS MYWAY

## EASY SET-UP GUIDE

### Online Claims Account

#### CREATING ONLINE ACCOUNT

This is an extremely easy and convenient way to add funds at any time!

You can follow these easy steps below.

**STEP 1:** You need to login to your Admin account at <https://benefitsmyway.ca/>

MyCustomCare Home Claims Calculator Savings Calculator Brochures Register Online

Please be advised that our login portal is compatible with the latest version of Google Chrome, IE, Edge, FireFox and Safari  
Older versions of any browsers above may not work properly  
Keeping a browser up to date improves online security and user experience  
We recommend Google Chrome, IE 11 or Edge for better experience though

### Sign In

Authorization Details

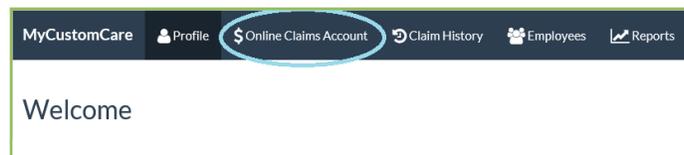
User name

Password

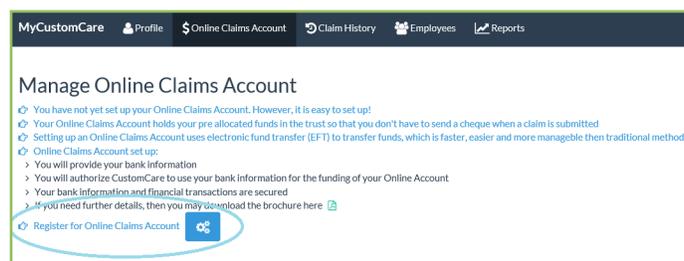
Remember me

Log In

**STEP 2:** Once logged in, you will click on the Online Claims Account tab on the navigation bar.



**STEP 3:** You need to click on the Register for Online Claims Account button.



**STEP 4:** Fill out the banking info for your company, upload a copy of your company void cheque, and check off the "I Authorize" box and submit. At this time there is no need to enter a dollar amount, you are only setting up the banking information at this time.

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### Setup Online Claims Account

**Bank Account**

Provide your Company Banking Information, which can be linked to Online Claims Account  
Branch or Transit Number (for example: 02089)

Institution Number (for example: 004)

Account Number (for example: 0896541234)

Upload a Void Cheque Image (JPG or PNG or PDF)

Choose File no file selected

I authorize CustomCare to collect the company's bank information

A sample cheque to locate required information

VOID

You will receive a confirmation message if the upload is successful.

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Your bank information saved successfully.

**STEP 5:** Once we receive your request to set up an Online Account, we will go over the information provided. When verified, you will receive an email advising of your successful online set up.

**STEP 6:** You can now click on the Online Claims Account button again to add a top-up to your account.

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### Top up (One time)

This is one time top up only; there is no regular auto top up option available right now

Please ensure that your top up includes the 10% admin fee and applicable provincial tax

It may take 2 to 3 business days to transfer your funds

Account Balance

0.00

Top up Amount

100.00

Top up Any Amount

You will receive a confirmation message once the request has been sent.

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Your request to top up the account has been received successfully