Manulife

Submitting A Contribution Listing for Your Group Retirement Plan(s)

Introduction

This quick how-to video tutorial guides the viewer on submitting their contribution listing for their group retirement plan.

Onscreen

The Manulife logo animates in while an upbeat music starts to fade in. This scene will transition to a footage of hands typing on a laptop.

Onscreen

A dark navy blue text background slides in at the left side of the screen as the footage of the typing hands on a laptop moves to the right. A text "Submitting a Contribution Listing for your Group Retirement Plan(s)" appear on the dark navy blue background.

A thin white line draws under the text "Submitting a Contribution Listing for your Group Retirement Plan(s)". Below the thin white line, a note and an icon animate in. The note displays the text, "A contribution listing is recommended if your plan has less than one hundred members.". Then transitions to the next scene.

Onscreen

A green background appears as a laptop scales down from the left to the right side of the scene. The laptop screen displays the Transactions page of the Group Retirement Plan website.

A text displaying "In just a few easy steps, you can submit a contribution listing online." appears on the left side of the scene.

This scene slides to the left as it transitions onto the next frame.

Onscreen

A dark navy background and a laptop slide in the scene. The laptop displays the homepage of the Group Retirement Plan website.

Beside the laptop, a text and an icon animate in. The text displays, "Select Transactions.". As the icon and text animate, the laptop screen shows a mouse pointer hovering on the Transactions icon. The icon then pops up the webpage and a coral outline appears as it emphasizes the Transactions icon. The mouse pointer clicks on the Transactions icon and the laptop screen displays the Transactions webpage.

Onscreen

On the Transactions page, there are drop down menus the user can choose from. These are Enrolments, Contributions, and Terminations. The mouse pointer clicks on the Contributions dropdown menu displaying Contribution file, Contribution listing, and Contribution History sub options. The mouse pointer clicks on the Contribution listing link. The Transactions page then scrolls down to the Contribution listing section. A mouse pointer clicks the "Submit a Contribution Listing" link.

The Submit a Contribution Listing link pops up and a coral outline appears to emphasize the link. The mouse pointer clicks on the Submit a Contribution Listing link. A text and an icon animate in beside the laptop. The text displays, "Choose Submit Contribution Listing.".

Onscreen

The laptop screen shows the Submit a contribution page. A text beside the laptop fades in, saying, "You'll see a listing of the active members of the plan.". The text fades out and a new icon and text appear.

The new text displays, "Select the contribution period.". On the laptop, a mouse hovers to the Contribution period section of the webpage. This section scales up and a coral outline appears around it. The mouse hovers to the check box that indicates, "Check here if this contribution listing is for a bonus contribution (e.g. company bonus)". A note below the scaled-up section appears. The note says, "Let us know if this is a bonus contribution by checking the box.". The mouse clicks on the check box.

As the mouse clicks on the check box, the Contribution period section scales down and the note fades out.

Onscreen

The mouse then hovers to the "Contribution Amounts" section. A coral outline appears and emphasizes the Member name, Member number, Member required($), Member voluntary($), and Plan sponsor required($). Beside the laptop shows a text and an icon indicating, "Then, enter the contribution amounts.". Below the text, a note fades in stating, "Remember to separate the employee and employer contribution, if applicable.". Then, the text, the icon, and the note fade out.

Onscreen

A new text and icon fade in. The text indicates, "Click Continue.". On the laptop, the screen scrolls down to the bottom of the page. The mouse clicks on the "Continue" button. The laptop screen changes to "Provide contribution payment" webpage.

Beside the laptop, an icon and text fade in. The text indicates, "Review your contribution summary.". and fades out after.

On the laptop, the mouse hovers down to the payment method section. A coral outline emphasizes the payment method, and a new set of icon and text appear beside the laptop. The text states, "Select a payment method.".

After the payment method has been highlighted, the mouse scrolls down to the bottom of the page and hovers to the "Continue" button. The icon and text change and shows "Click Continue.". The mouse then clicks on the "Continue" button.

Onscreen

A "Submit a contribution" page appears on the laptop screen. An icon and text appear, indicating "Verify the information.". After a few seconds, the text and icon fade out.

On the laptop, the mouse hovers to the "Submit" button as a new text and icon appear beside the laptop. The text states, "Click Submit.". Then, the mouse clicks on the Submit button.

Onscreen

A "You're done!" webpage appears as the laptop moves to the right side of the screen. As the laptop moves, a green text background slides in from the left side of the screen. The text indicates, "You're done!" accompanied by a thumbs up icon above it.

The icon and text change. The text states, "The next time you submit a contribution, your contribution listing will be pre-filled with the previous contribution period's amount.". After a few seconds, the text changes to, "You'll only need to update amounts that have changed.". The green text background slides back to the left side of the screen as the laptop moves to the center.

On the laptop, the screen scrolls to the bottom part of the webpage. The mouse hovers to the "Return to the main menu" button. A few seconds after, the laptop fades out to transition to a new scene.

A text appears at the center of the screen. The screen indicates a first line of text stating, "Just a few easy steps" and the second line of text appears after, indicating, "and your contribution list is submitted!". A green outline encircles the "and your contribution list is submitted" as a mouse hovers just below the text and the green outline.

A few seconds after, the Manulife logo zooms in to the scene. A disclaimer fades in at the bottom part of the screen. The disclaimer states, "The Manufacturers Life Insurance Company (Manulife) Group Retirement products and services are offered by The Manufacturers Life Insurance Company (Manulife). Manulife, Stylized M Design and Manulife & Stylized M Design are trademarks of the Manufacturers Life Insurance Company and are used by it, and its affiliates under license. 2023 The Manufacturers Life Insurance Company. All rights reserved. Manulife, PO Box 396, Waterloo, ON N2J 4A9.".

The scene fades out as well as the background music.

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