

How to Register on GroupNet and Submit Claims:

Through GroupNet you can submit claims, check balances, investigate claim status and history, and setup Direct Deposit of claim payments by completing the eDetails section. Once you've set up your account, you will then be notified by e-mail when a claim has been processed and that claim details are available for viewing online.

Plan Number: 59355
ID Number: MacEwan Student ID#

To Register:

- 1- Go to mystudentplan.ca/macewan
- 2- Click Making a Claim tab
- 3- Click GroupNet tab
- 4- Click on the gwl.greatwestlife.com link &/or watch a short video
- 5- Click start registration on the GroupNet registration page. If you have already done this, then proceed to sign in. To continue registration:
 - a. Provide an email address. This will be your username when you sign-in to GroupNet. You need to have access to the inbox of the email address you choose.
 - b. Create a password. Carefully follow the password requirements on the screen.
 - c. Verify your email address. Select the link in the email we send you. Don't wait too long! The link expires in 72 hours. When you select the link, we'll take you to the sign-in screen for GroupNet.
 - d. Sign in to GroupNet with the email address you provided and the password you created.
 - e. Verify your identity. You'll need your plan number and member ID. You can find these on your benefits card.
 - f. Confirm "My Profile" like your mailing address, banking and notification details. You will need your banking information to set up your direct deposit: account #, transit # and branch #. Please note: Great West Life MUST have your address on file before claims can be submitted by service providers.

For full plan details or to get your Benefits Card: mystudentplan.ca/macewan

If you have any additional questions,
contact the SAMU Benefit Plan Office
ph: 780-497-4675 or e: macewanplan@mystudentplan.ca