

HOW TO MAKE THINGS QUICK, CONVENIENT, AND EASY...

Self-service through the *GSC everywhere* website makes things quick, convenient, and easy. Register for *GSC everywhere* today to:

- Sign up for claim payments to be securely deposited directly into your bank account
- Submit claims online and skip the mailing time
- Upload claim forms, receipts, and supporting documentation for all types of claims
- Check your coverage to find out how much you'll be reimbursed for a claim before you visit your health provider
- Find a GSC-vetted health provider in your area that will submit claims to GSC on your behalf
- Check the Pharmacy Quality Rating for pharmacies in your community
- Access your personal claims information, including a breakdown of how your claims were processed
- Print personalized claim forms and replacement ID cards
- View your benefit booklet for coverage details
- Print personal benefits statements for when you need to coordinate benefits or conveniently print a statement with one full years' worth of claims (yes, that's all on one statement)
- Manage information about your dependents, such as adding a spouse or child (if feature is available for your plan)
- Earn points and bid on rewards through our interactive Change4Life® health management portal



HOW TO REGISTER (REMEMBER TO HAVE YOUR GSC ID NUMBER HANDY):

Visit gsceverywhere.ca with your GSC ID card handy.

1. Under the green “log in” button, click on “Register your account.”
2. Enter your member ID number (found on your ID card or in your welcome package) and then your date of birth.
3. You’ll then be asked to confirm the number of other people – dependents – on your plan (if you are the only person on your plan, you can enter “0”). Then, in the next field, enter the birth date of any one of those dependents.
4. And that’s it! You now have access to cool tools that will change your life (OK... that are a super quick and convenient way to manage your benefits).

GET YOUR MONEY BACK...

Have your claim payments deposited directly into your bank account, so you can get your money back faster and avoid trips to the bank. Simply register for *GSC everywhere* (as described above) and sign up for direct deposit. It’s totally secure! And once you’ve signed up, you can submit claims to GSC online (see below).

HOW TO SIGN UP:

1. Click on your name in the top right corner of your *GSC everywhere* dashboard.
2. Select, “Your GSC Account.”
3. Click on “Payments” and then “Direct Deposit.”
4. Enter your bank account information.
5. Check the authorization box, and click, “Save Changes.”

DO IT YOURSELF

GSC everywhere puts quick and easy claim processing at your fingertips – once you've signed up for direct deposit, you can submit claims whenever you want, wherever you are. Submitting claims is just a click away with real-time adjudication, so you know immediately how much your plan covers for any of the following benefits (if applicable):

- Physiotherapy
- Massage therapy
- Chiropractic services
- Health care spending account expenses
- Emergency ambulance
- Wide range of medical items
- Orthodontic monthly fees
- Vision care (including diagnostic vision tests)
- Laboratory and diagnostic tests
- Speech therapy
- Dental services
- Counselling (social worker/counsellor, psychologist, and master of social work)
- Osteopath
- Acupuncture
- Naturopath
- Foot care (podiatrist and chiropodist)

For all other claim categories available, scan or take a picture of your claim documents and upload them to *GSC everywhere*.

HOW TO SUBMIT YOUR OWN CLAIMS:

1. Once registered for *GSC everywhere*, select “Submit a Claim” from the menu.
2. Select the type of claim you are submitting.
3. Enter your claim details, upload your documents if required, and click Submit.

Note: If your spouse also has coverage with GSC, you can coordinate your claim with the other GSC plan right at the time of online submission. How cool is that?

For claims adjudicated instantly: A confirmation page will display, showing your exact claim adjudication results. We encourage you to print a copy for your records. If you are selected for an audit, you will have to submit supporting claim documentation within a set timeframe to get your claim paid and to avoid potential suspension of access to this feature. Your supporting documentation can be uploaded online right from the audit notification.

For uploaded claims: A confirmation email will be sent to you, letting you know we received your claim and when you can expect it to be processed. You’ll be able to track it through the adjudication process on the “Claims History” page.