

Contribute to your group plan with online banking

You can now use online banking to make a contribution from your bank account to your group RRSP (personal or spousal) or group tax-free savings account. Once online banking is set up, you don't need to fill out forms to make contributions to these plans.

It's fast, easy and secure.

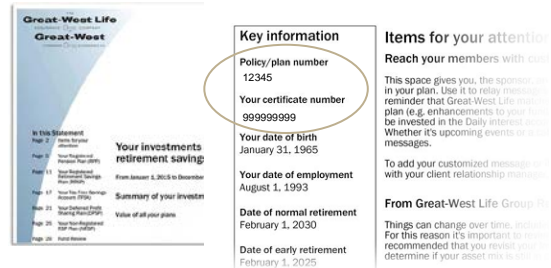
What to do

1. Sign in to your personal banking website.
2. Search for "Great-West"* in the bill payment section and choose the plan that applies to you:
 - GREAT-WEST GROUP RRSP
 - GREAT-WEST SPOUSAL GROUP RRSP
 - GREAT-WEST GROUP TFSA
3. Enter the following information to create the account number:
 - Your plan/policy number (on *GRS Access* or your plan statement)
 - Your certificate number (on *GRS Access* or your plan statement)

For example, if you're contributing to a personal RRSP, select the GREAT-WEST GROUP RRSP and enter your plan/policy number and certificate number (without spaces).

EXAMPLE ONLY

GREAT-WEST GROUP RRSP – 12345999999999



Notes:

- **RRSPs:** When you make a personal RRSP contribution using the payee, GREAT-WEST GROUP RRSP, any instructions on file with us to direct a portion of your contributions to a spousal RRSP will apply. If you'd like to direct 100 per cent of your contributions to a spousal RRSP, add GREAT-WEST SPOUSAL GROUP RRSP as the payee and use your spouse's certificate number.
- **TFSAs:** When you make a group TFSA contribution using the payee GREAT-WEST GROUP TFSA, any instructions on file with us to direct a portion of your contributions to your spouse's TFSA will apply. If your spouse wants to contribute directly to their TFSA, they can add GREAT-WEST GROUP TFSA as a payee and use their own certificate number.
- **Other plan types:** To find out how to make contributions to other plan types, call *Access Line*.
- **Changing pre-authorized contributions:** If you're already making pre-authorized contributions and want to replace them with automatic recurring contributions through online banking, email grspac@gwl.ca and ask to cancel your pre-authorized contributions and provide your name, plan/policy number, certificate number and plan type. You can also call *Access Line* to stop your pre-authorized contributions.

If you have questions, call *Access Line* at 1-800-724-3402, weekdays between 8 a.m. and 8 p.m. eastern time. For questions about your financial institution's website, contact the institution.

* If you bank with CIBC or President's Choice Financial, making a contribution to your group plan using online banking will be available after Jan. 16, 2016.