

Enrolment and Payment Instructions for Human Resource Solutions Made Simple

Payment

Payment must be made by cheque payable to **Humanika Enterprises Ltd.** Before making your payment, please review the chart below which lists the GST/HST rate for each province and territory. Cheques for the incorrect amount will be destroyed and client will be contacted by Humanika

Payment and enrolment form should be sent to:

Humanika Enterprises Limited
Attention: Accounting
Suite 107
62 Froot Road
Sudbury, ON P3C 4Z3

Enrolment

User accounts will be created on the first of the month following confirmation of payment. On this date, a USERNAME and PASSWORD will be sent to you via email along with instructions on how to login to your account.

If you have any questions, please contact Gabrielle Potvin by phone at 1-855-237-1066 ext. 502 or by email at Gabrielle@humanika.com.

**Please have your Benefits Advisor complete Section 2 of the enrolment form prior to submitting it.

New Client Enrolment & Payment Form

1. Client Contact Information

Company Information:

Company Name	
Company Address	

Primary User Information:

First Name	
Last Name	
Email	
Position Title	
Phone Number	

2. The Benefits Alliance Group Member Authorization

Name: _____ Date: _____

Position Title: _____ Member Firm: _____

3. Service Level

OnLine 1 year Subscription: \$100.00 plus applicable
GST/HST (for all levels)

OnDemand 1 year Subscription: \$1,071.00

OnDemand 2 year Subscription: \$1,904.00

Province	GST/HST Rate
AB, BC, MB, NT, NU, QB, SK, YT	5%
NB, NL, ON	13%
NS	15%
PE	14%

**This Service is made available to you at a discounted price by virtue of your Benefits Advisor's relationship with The Benefits Alliance Group. Prices are not reflective of true value.*

Receipt

Your copy of this form and your cleared cheque will serve as your official receipt of The Benefits Alliance Group – Human Resource Solutions Made Simple subscription fee.