

Procedure for Enrolling Your Employees in the Employee Assistance Program for Notarial Firms

TELUS Health is now the service provider for the Employee Assistance Program (EAP) offered through the *Programme d'aide aux notaires* (PAN). You must now register your employees directly with TELUS Health in order for them to benefit from the full range of available services.

Please find below the registration procedure.

1. Complete Form 1

You must complete “Form 1 – Employee Enrollment in the EAP”.

- All fields must be completed.
- The HR and Billing contacts may be the same person, including yourself. In that case, it is not necessary to complete these sections separately.
- Please do not modify the pre-filled information, except for the “Yes or No” field.

2. Complete Form 2

You must complete “Form 2 – Employee List for the EAP”.

- All fields must be completed.

3. Complete Form 3

You must complete “Form 3 – Pre-Authorized Payment”.

- All fields must be completed, except for the “Billing Account Number / Client Code” field, as this information will not yet be available to you.

4. Submit the 3 Forms

You must send the three (3) completed forms by email to michelle.soury@telus.com (designated representative at TELUS Health) and copy (cc) info@programmepan.ca.

Including PAN in copy of your email simply allows us to know that you have completed the registration process for your employees. Since registration is handled directly between your firm and TELUS Health, this is the only way for us to be informed of your enrollment.

This also allows us to provide you with promotional materials, such as brochures customized for your firm, intended for your employees and future employees.

5. Finalizing the Registration

You will be contacted directly by TELUS Health to complete the final steps of the registration process.



Your employees' enrollment will become effective within a minimum of three (3) weeks, or on the date indicated in "Form 1 – Employee Enrollment in the EAP".

Once enrollment is active, each employee will receive an email at the address provided and will be able to activate their account through the TELUS Health mobile application so they may access the services.

If you have any questions regarding the employee registration process, please do not hesitate to contact us.

A Meaningful Step for Your Employees!

The *Programme d'aide aux notaires* is proud to offer practical and modern solutions. We thank you for recognizing the importance of your employees' overall health and mental well-being. In the current labour shortage context, taking care of your team is a winning strategy for any employer wishing to ensure the smooth operation and long-term sustainability of their firm.