

STEP-BY-STEP GUIDE ON WHAT TO EXPECT FOR YOUR ORWP REGISTRATION AND ENROLLMENT

Ontario REALTOR® Wellness Program (ORWP) Program Administrator Comprehensive Benefits Solutions (CBS) is in the process of emailing registration links to OREA Members. These emails will be sent on a rolling basis. When Members have paid their Dues and gain access to the portal, they will be able to retroactively submit eligible claims incurred.



STEP 1: Once you pay your OREA Dues and your Member Board sends in your information, you will receive a Welcome Email from CBS explaining how to create an account with them.



STEP 2: Follow the instructions to **create your account** for the **CBS Member Portal**.

STEP 3: Complete your enrollment in the ORWP through the **CBS Member Portal**.

Once logged in, navigate through the **enrollment tool** carefully, validate your personal information, and complete your beneficiary designation. If you choose, add your eligible dependent(s) and/or upgrade your coverage elections.



Once you have completed your enrollment on the **CBS Member Portal**, CBS will forward your information to the ORWP insurance providers. You will receive a separate email from the healthcare insurance provider, **GreenShield**, with instructions in approximately **3 business days** on how to register for their secure member site where you can submit your eligible healthcare claims.

If you have any questions, you can reach out to CBS at ProgramAdministrator@orwp.ca or 1-800-503-2273.



STEP 4: Register for your GreenShield+ account for healthcare claims.

Follow the instructions in the registration email from GreenShield to register and login to GreenShield+. For further assistance, you can contact GreenShield at 1-888-525-7587.

STEP 5: Create an account for Maple and AIG valuable Member services.

maple



At this time, you may also create an account for the Maple virtual healthcare services to access support when you need it, and gain access to AIG's travel assistance website and download their travel assistance app. Detailed instructions to access both services can be found on the **CBS Member Portal**.