

Congratulations! It is Open Enrolment time (**June 3 – June 14, 2024**) and you are now eligible to change your benefit elections. This guide will walk you through completing your Canadian Open Enrolment in Workday. You can access Workday through the SharePoint Intranet, by visiting **<https://wd5.myworkday.com/michaels>**, or on a mobile device using the QR code above.

For detailed information about the different benefit options available to you as a Michaels Team Member, please visit **www.MIKBenefits.com**

Selecting Your Benefits

During Open Enrolment you will see an Announcement on the [Workday homepage](#) and two tasks for Open Enrolment in your Workday inbox. The first task will be “**Verify Dependents for Open Enrolment**” and the second will be “**Open Enrolment Change.**”

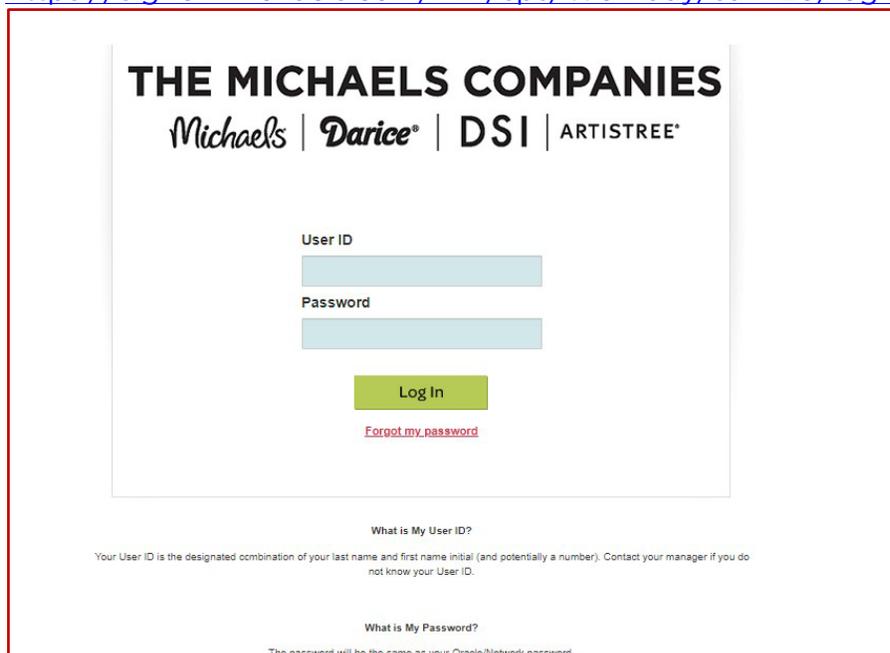
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Accessing Workday

You can access Workday by using your Single Sign-on credentials. Access to Workday while on Leave of Absence will be restricted to certain actions and you will only be able to access information for yourself:

- If you are using a **desktop/laptop**, use the below link:
<https://signon.michaels.com/FIM/sps/Workday/saml20/login>



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User ID

Password

Log In

[Forgot my password](#)

What is My User ID?
Your User ID is the designated combination of your last name and first name initial (and potentially a number). Contact your manager if you do not know your User ID.

What is My Password?
The password will be the same as your Oracle/Network password.

- If you are using a **mobile device**, then just click your Workday app icon and enter your Single Sign on credentials there.

Expired Password

- If your password has expired and needs to be reset, then follow the steps above to get to the Single-Sign on page and enter your expired password.
- After entering your expired password, you will then be prompted to update your password.



Password Expired

The password for "upendra1" has expired. Please change the password below.

Old Password

New Password

Confirm New Password

Submit

Michaels Password Policy

Your password must -

- Be a minimum of 8 characters and no longer than 20 characters
- Contain at least one capital letter
- Contain at least one lowercase letter
- Contain at least one numeric character

Your password must not -

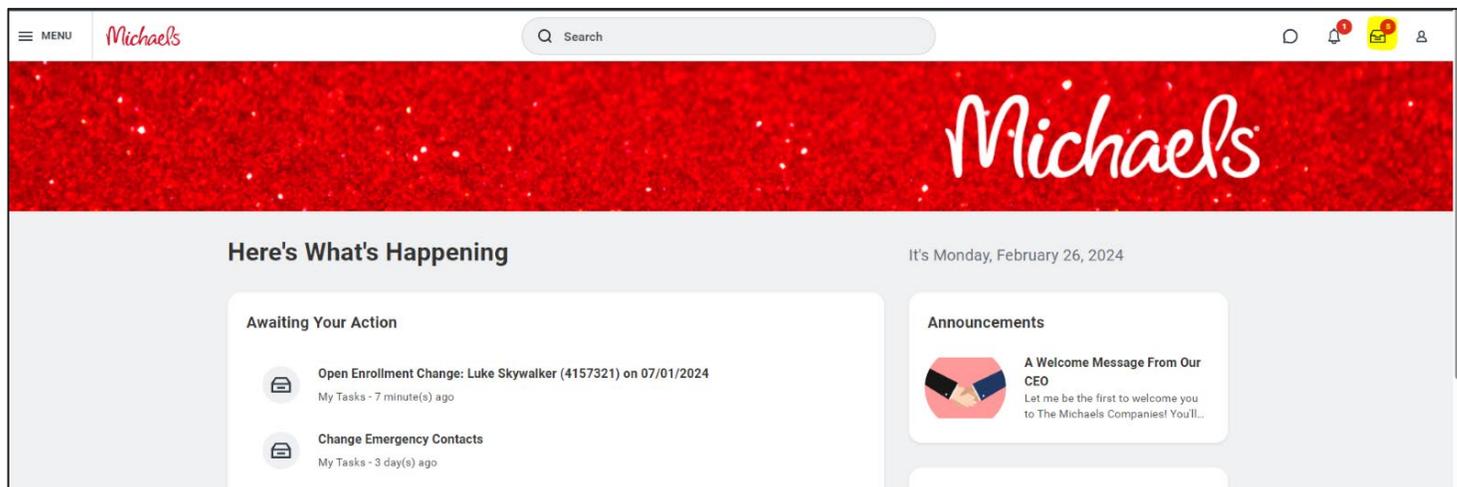
- Duplicate a password used within the past six changes
- Contain a sequential series of letters or numbers (e.g. abc or 123)
- Repeat the same character more than twice
- Contain your user ID or user name

Note: If you forgot your password or have any other problem logging in, then you will need to call the IT Help Desk for assistance at 855-432-6453 Option 2

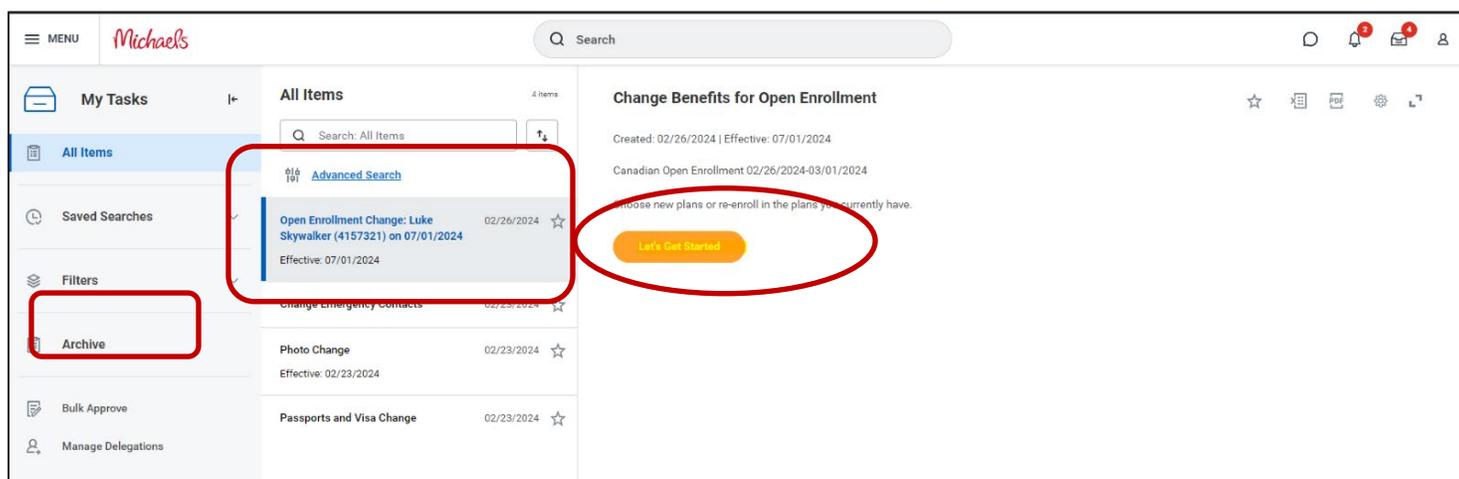
- After your new password is entered, you will be taken to the sign on page of Workday. At this point, the password would have been updated and you can log in.

Open Enrolment Task

1. Start by navigating to your inbox in Workday. Notice, the task will also show in the Awaiting your action section.



2. Select the “**Open Enrolment Change**” task in your Workday Inbox and click “**Let's Get Started.**”



Open Enrolment Homepage

3. On the Open Enrolment Homepage, you will see all eligible plans with the option to **Enrol** under each plan. When you're ready to update the coverage, click on **Enrol or Manage** for the appropriate plan.

Medical & Prescription Drug

4. The first plan listed is **Medical & Prescription Drug**. Click **Manage (if currently enrolled)** or if previously waived you will have **Enrol** as an option.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



Canadian Open Enrollment Canadian Open Enrollment for Luke Skywalker (4157321) ☰

Projected Total Cost Per Paycheck
\$11.91

▼ **Enrollment Instructions**

Welcome to 2024 Canadian Open Enrollment!

Michaels Canadian Open Enrollment will be held June 3rd through the 14th, 2024 with benefit changes going into effect as of July 1st, 2024.

If you have any questions regarding the enrollment process, please review the Canada OE job aid for step-by-step instructions. More information is located on [MIKbenefits.com](https://mikbenefits.com).

If you have questions about enrolling or need to make changes to your submitted your elections, call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in Knowledge Zone.

Health Care

Health (Canada) Canada Life Extended Health (Class 3) Cost per paycheck: \$8.68 Coverage: Employee + Family (Canada) Dependents: 1 Manage	Coordination of Benefits (Canada) Waived Enroll	Dental (Canada) Canada Life Dental (Class 3) Cost per paycheck: \$3.23 Coverage: Employee Only Manage
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Insurance

Basic Life & Accidental Death & Dismemberment (Canada) 2 Plans Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only) Manage	Included
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[Review and Sign](#) [Save for Later](#)

5. PT SK team members will default into medical and dental Enrolment. Click Confirm and Continue.

Health (Canada)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

1 item



Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Extended Health (Class 3)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$8.68	\$49.18

Confirm and Continue

Cancel

6. The TM can then click add new Dependant if they wish to add a new Dependant:

Health (Canada) - Canada Life Extended Health (Class 3)

Projected Total Cost Per Paycheck
\$11.91

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Family (Canada)

Plan cost per paycheck \$8.68

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000

Save

Cancel

7. Click Use as Beneficiary if you wish to use the Dependant as a beneficiary as well.

Add My Dependent From Enrollment ✕

Luke Skywalker (4157321) ⋮

Use as Beneficiary

PLEASE NOTE: If you are adding a spouse/domestic partner to medical and/or dental coverage, our third-party vendor, Consova, will be contacting you directly to conduct a dependent eligibility audit. This audit must be completed in order to finalize your dependent's enrollment.

Cancel **OK**

8. Add the Dependant and then click Save.

Add My Dependent From Enrollment ⌵

Name	Personal Information
Country / Territory * <input type="text" value="Canada"/>	Relationship * <input type="text" value="Child"/>
Prefix <input type="text"/>	Date of Birth * <input type="text" value="02/01/2005"/>
First Name * <input type="text" value="John"/>	Age 19 years, 0 months, 25 days
Middle Name <input type="text"/>	Gender * <input type="text" value="Male"/>
Last Name * <input type="text" value="Test"/>	Tobacco Use Please make the appropriate selection indicating your Spouse/Domestic Partner's tobacco use: * <input type="radio"/> Yes <input checked="" type="radio"/> No
Allow Duplicate Name <input type="checkbox"/>	Full-time Student <input type="checkbox"/>
Check this box only when there is more than one dependent with the same name.	Student Status Start Date
National IDs	Student Status End Date
Click the Add button to enter one or more National Identifiers for this dependent.	Disabled <input type="checkbox"/>

Save Cancel

9. The new Dependant will then auto populate on the health card for Enrolment, click Save.

Health (Canada) - Canada Life Extended Health (Class 3)



Projected Total Cost Per Paycheck
\$11.91

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Family (Canada)

Plan cost per paycheck \$8.68

Add New Dependent

2 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000
<input checked="" type="checkbox"/>	John Test	Child	02/01/2005

Save

Cancel

10. The TM can then click add new dependant if they wish to add a new dependant

Health (Canada) - Canada Life Extended Health (Class 1 & 2)

Projected Total Cost Per Paycheck
\$52.08

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Family (Canada)

Plan cost per paycheck \$13.09

Add New Dependent

2 items



Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000

11. Click Use as Beneficiary if you wish to use the dependant as a beneficiary as well.

Add My Dependent From Enrollment



Luke Skywalker (4157321) ...

Use as Beneficiary

PLEASE NOTE: If you are adding a spouse/domestic partner to medical and/or dental coverage, our third-party vendor, Consova, will be contacting you directly to conduct a dependent eligibility audit. This audit must be completed in order to finalize your dependent's enrollment.

Cancel

OK

12. Add the dependant and then click Save.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



Add My Dependent From Enrollment

Name

Country / Territory *

Prefix

First Name *

Middle Name

Last Name *

Allow Duplicate Name
Check this box only when there is more than one dependent with the same name.

Personal Information

Relationship *

Date of Birth *

Age 19 years, 0 months, 25 days

Gender *

Tobacco Use Please make the appropriate selection indicating your Spouse/Domestic Partner's tobacco use:
 Yes
 No

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

13. Click on the Coordination of Benefits (Canada) card and select Enroll. This is a new card that will require you to certify whether your spouse has other coverage elsewhere. If you do not have a spouse, you will select the N/A option. There is no cost for making a selection on this plan and this information is a requirement from Canada Life.

Health Care

Health (Canada) Canada Life Extended Health (Class 3) Cost per paycheck: \$8.68 Coverage: Employee + Family (Canada) Dependents: 1 Manage	Coordination of Benefits (Canada) Waived <input type="button" value="Enroll"/>	Dental (Canada) Canada Life Dental (Class 3) Cost per paycheck: \$3.23 Coverage: Employee Only Manage
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14. Click Select then Confirm and Continue.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



Coordination of Benefits (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

Select a plan or Waive to opt out of Coordination of Benefits (Canada). The displayed cost of waived plans assumes coverage for Spouse has single coverage elsewhere. Workday displays the cost for a waived plan only if it offers Spouse has single coverage elsewhere coverage.

1 Item

Benefit Plan	*Selection
Canada Life Coordination of Benefits (Canada)	<input checked="" type="radio"/> Select <input type="radio"/> Waive

Health Care Instructions

General Instructions

Canada Life requires attestation for coordination of benefits regarding secondary insurance. Select enroll and then on the next page you will select the appropriate coverage level. There is no cost to enrolling and this information will be fed over on the integration to Canada Life for coordination of your medical claims.

Confirm and Continue **Cancel**

15. Select the appropriate coverage.

Coverage * Search

- Spouse has single coverage elsewhere
- Spouse has family coverage elsewhere
- Spouse does not have other coverage elsewhere
- Spouse coverage unknown
- N/A - I do not have a spouse

Coordination of Benefits (Canada) - Canada Life Coordination of Benefits (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage * X N/A - I do not have a spouse

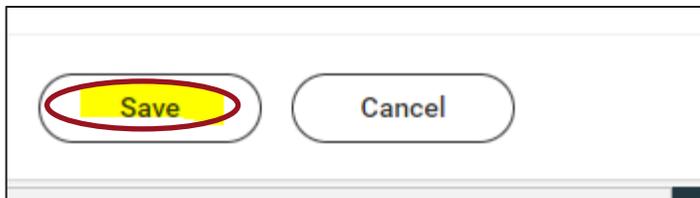
Health Care Instructions

General Instructions

Canada Life requires attestation for coordination of benefits regarding secondary insurance. Select enroll and then on the next page you will select the appropriate coverage level. There is no cost to enrolling and this information will be fed over on the integration to Canada Life for coordination of your medical claims.

16. Then click Save.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



- After clicking **Save**, you will be taken back to the Open Enrolment homepage where your elections will update as you complete each benefit selection.

Dental

17. The next Enrolment option available is the Dental section. After clicking **Enrol or Manage**, you will be able to **Select or Waive** coverage.

Canadian Open Enrollment Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Enrollment Instructions

Welcome to 2024 Canadian Open Enrollment!

Michaels Canadian Open Enrollment will be held June 3rd through the 14th, 2024 with benefit changes going into effect as of July 1st, 2024.

If you have any questions regarding the enrollment process, please review the Canada OE job aid for step-by-step instructions. More information is located on MIKbenefits.com.

If you have questions about enrolling or need to make changes to your submitted your elections, call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in Knowledge Zone.

Health Care Manage

Benefit	Cost per paycheck	Coverage	Dependents	Manage
Health (Canada) Canada Life Extended Health (Class 3)	\$8.68	Employee + Family (Canada)	1	Manage
Coordination of Benefits (Canada) Canada Life Coordination of Benefits (Canada) UPDATED	N/A - I do not have a spouse			Manage
Dental (Canada) Canada Life Dental (Class 3)	\$3.23	Employee Only		Manage

Insurance

Benefit	Status
Basic Life & Accidental Death & Dismemberment (Canada) 2 Plans	Included

[Review and Sign](#) [Save for Later](#)

18. Click Select the Confirm and Continue.

Dental (Canada)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

You must select a plan.

1 item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Dental (Class 3)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$3.23	\$9.67

Confirm and Continue

Cancel

19. Now click Save.

Dental (Canada) - Canada Life Dental (Class 3)

Projected Total Cost Per Paycheck
\$11.91

Coverage * Employee Only

Plan cost per paycheck \$3.23

Save

Cancel

Insurance Elections

20. Basic Life Insurance and Basic AD&D options for the Team Member will automatically be selected for all eligible Full-Time Team Members paid by Michaels and offered through Canada Life.

21. Click on the Basic Life & Accidental Death and Dismember card hyperlink- Manage.

Open Enrolment Guide- Access While on LOA
Canadian Part Time SK Team Members



Health Care

Health (Canada) Canada Life Extended Health (Class 3) Cost per paycheck: \$8.68 Coverage: Employee + Family (Canada) Dependents: 1 Manage	Coordination of Benefits (Canada) Canada Life Coordination of Benefits (Canada) UPDATED Coverage: N/A - I do not have a spouse Manage	Dental (Canada) Canada Life Dental (Class 3) REVIEWED Cost per paycheck: \$3.23 Coverage: Employee Only Manage
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Insurance

Basic Life & Accidental Death & Dismemberment (Canada) 2 Plans Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only) Included Canada Life Basic Employee Life (Employee Only) Included Manage

Additional Benefits

Virtual Health (Canada) Canada Life Consult+ Cost per paycheck: Included View

[Review and Sign](#) [Save for Later](#)



22. The plan enrolment will auto default, select confirm and continue.

Basic Life & Accidental Death & Dismemberment (Canada)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

2 items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$0.30
Canada Life Basic Employee Life (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$1.34

Confirm and Continue

Cancel

23. The current beneficiaries will auto-populate for AD&D. You do not need to select a beneficiary for the basic AD&D plan. Click Save.

Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

+	Beneficiary	Percentage
No Data		

Secondary Beneficiaries 0 items

+	Beneficiary	Percentage
No Data		

Insurance Instructions

General Instructions

Basic Employee Life:

Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your salary.

Basic Employee AD&D:

Michaels offers all Full-Time Team Members Accidental Death & Dismemberment maximum of \$150,000, at no cost to you, up to age 70.

Designate a Beneficiary

24. Now the basic life plan beneficiaries will populate.

25. At the bottom of the screen, you will be able to designate beneficiaries for the plan you just selected. By clicking the plus icon, a new row appears. By clicking on the prompt icon, you will then be able to select a beneficiary (or a dependant marked as beneficiary within the add/edit page). **Please Note: You can add as many beneficiaries as you like, but the total percentage must equal 100%.**

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)
Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

Basic Employee Life:
Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you. Please designate a beneficiary for this benefit.

Basic Employee AD&D:
Michaels offers all Full-Time Team Members Accidental Death & Dismemberment (AD&D) Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you, up to age 70. You do not need to designate a beneficiary for this.

Save Cancel

26. Then Click Save.

Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)
Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

Beneficiary	Percentage
Donald Duck	100

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

Basic Employee Life:
Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you. Please designate a beneficiary for this benefit.

Basic Employee AD&D:
Michaels offers all Full-Time Team Members Accidental Death & Dismemberment (AD&D) Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you, up to age 70. You do not need to designate a beneficiary for this.

Save Cancel

27. View the additional benefits under Virtual Health (Canada) and click View to view the details:



Insurance



Basic Life & Accidental Death & Dismemberment (Canada)

2 Plans

UPDATED

Canada Life Basic Employee Life (Employee Only)

Included

Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)

Included

Manage

Additional Benefits



Virtual Health (Canada)

Canada Life Consult+

Cost per paycheck

Included

View

Review and Sign

Save for Later

28. You will default into auto Enrolment, click Confirm and Continue. Then Save.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



Virtual Health (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

1 Item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Consult+	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$1.10

Additional Benefits Instructions

General Instructions

All part time and full time team members and family members in Canada are offered Consult +. With Consult+ through our Canada Life workplace benefits, you have 24/7 access to non-urgent medical care, with service in both English and French.

Consult+ is health care you can access through an app or website. It lets you talk to doctors, nurses or other health care professionals for non-urgent medical care. You can use it anywhere you're comfortable talking through phone call, video or chat. You get Consult+ as part of your group benefits plan through Canada Life. It is available to all full-time and part-time Team Members.

Simply open the Consult+ app or log onto the mycanadalifeatwork.com website. If you don't have an online account for your benefits plan, select the Register button to create your account.

Confirm and Continue Cancel

Virtual Health (Canada) - Canada Life Consult+ Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage

You will be enrolled in this plan.

Plan cost per paycheck

Additional Benefits Instructions

General Instructions

All part time and full time team members and family members in Canada are offered Consult +. With Consult+ through our Canada Life workplace benefits, you have 24/7 access to non-urgent medical care, with service in both English and French.

Consult+ is health care you can access through an app or website. It lets you talk to doctors, nurses or other health care professionals for non-urgent medical care. You can use it anywhere you're comfortable talking through phone call, video or chat. You get Consult+ as part of your group benefits plan through Canada Life. It is available to all full-time and part-time Team Members.

Simply open the Consult+ app or log onto the mycanadalifeatwork.com website. If you don't have an online account for your benefits plan, select the Register button to create your account.

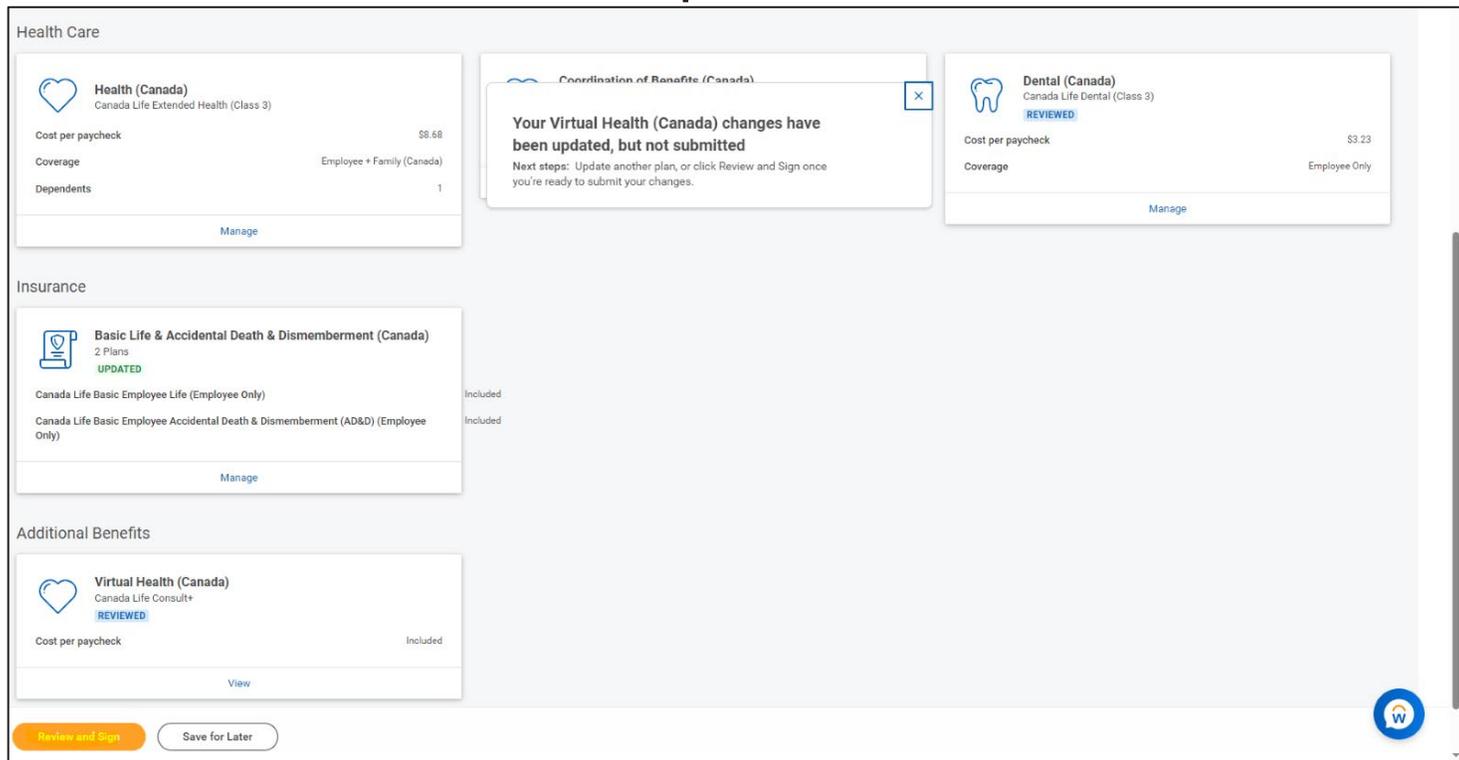
Save Cancel

29. For the other benefit plans listed below you can follow the same steps by clicking on Manage or Enrol and updating coverages accordingly.

30. At this point you have made it to the end of the Enrolment. You can either click **Review and Sign** or **Save for Later** at the bottom of the page. **Note: If you click Save for Later, you**



must submit your elections before the Enrolment period ends June 14th, 2024 for your benefits elections to be finalized and accepted.



The screenshot displays the Workday Open Enrolment interface. It is divided into three main sections: Health Care, Insurance, and Additional Benefits. A modal window titled "Coordination of Benefits (Canada)" is open, displaying a message: "Your Virtual Health (Canada) changes have been updated, but not submitted. Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes." The Health Care section includes "Health (Canada)" with a cost of \$8.68 and "Dental (Canada)" with a cost of \$3.23. The Insurance section includes "Basic Life & Accidental Death & Dismemberment (Canada)" with two plans, one updated. The Additional Benefits section includes "Virtual Health (Canada)". At the bottom, there are buttons for "Review and Sign" and "Save for Later", and a Workday logo.

Review and Submit

31. The final screen will give you a breakdown of your chosen benefit elections, and the total bi-weekly cost.

32. If you are satisfied with your Enrolments, please read the Electronic Signature details and then select **I Agree** at the bottom of the screen. Then Click **Submit**.

Open Enrolment Guide- Access While on LOA Canadian Part Time SK Team Members



View Summary Canadian Open Enrollment for Luke Skywalker (4157321) ⋮

Projected Total Cost Per Paycheck
\$11.91

Please review your enrollments below. If you are satisfied with your choices, please select the "I Agree" checkbox at the bottom of the page and then click the "Submit" button to finalize your enrollment. You may also select the "Go Back" button to make additional changes or the "Save for Later" button to return to this enrollment later.

Selected Benefits 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Health (Canada)	04/01/2024	04/01/2024	Employee + Family (Canada)	Minnie Mouse		\$8.68
Canada Life Extended Health (Class 3)						
Coordination of Benefits (Canada)	07/01/2024	07/01/2024	N/A - I do not have a spouse			Included
Canada Life Coordination of Benefits (Canada)						
Dental (Canada)	04/01/2024	04/01/2024	Employee Only			\$3.23
Canada Life Dental (Class 3)						
Basic Life & Accidental Death & Dismemberment (Canada)	04/01/2024	04/01/2024	1 X Salary			Included
Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)						
Basic Life & Accidental Death & Dismemberment (Canada)	04/01/2024	04/01/2024	1 X Salary		Donald Duck	Included
Canada Life Basic Employee Life (Employee Only)						
Virtual Health (Canada)	07/01/2024	07/01/2024				Included
Canada Life Consult+						

Waived Benefits 0 items

Submit **Save for Later** **Cancel**

Statement Regarding Michaels Stores Electronic Disclosures

Communications regarding your benefits with Michaels will be furnished to you via the benefits website. The documents will be available in Microsoft Word or Adobe Acrobat. To access the documents, you must have:

- A computer with internet access, and
- Software program(s) on your computer that allows you to open and read documents in the formats described above.
- To keep a copy of the document for future reference, you must either
- Be able to print a copy on a printer attached to the computer, or save a copy in electronic form

If any of these requirements change in a way that creates a material risk that you will no longer be able to access and retain electronically transmitted documents, you will be furnished with the notice(s) and asked to provide another consent to receive documents electronically, by providing your email address and affirming your consent for electronic communications.

What You Must Do:
You must consent to receive documents electronically, described in the Statement above by electronic means via the benefits website in the screen below. You may withdraw this consent at any time by notifying the Benefits Dept at Michaels Stores, Inc. in writing, using the following forms of communication:

- Send an e-mail to MIKBenefits@michaels.com with the subject line "Consent Withdrawn for Electronic Disclosure" and include in the body of your email your full name, address, and phone number, or
- Send a letter containing the same information to the following address: Michaels Stores Inc., Attention: Benefits Department, 3939 West John Carpenter Freeway, Irving, TX 75063.

Your Right to a Paper Copy. You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Contact Team Member Services at 855-432-MIKE (6453), option 2, or via email HRBenefits@michaels.com to request a paper copy.

LEGAL NOTICE: Please Read
Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:
Certification and Authorization to Deduct Premiums and Surcharges from the Paycheck
I hereby certify that I have provided truthful answers to the questions listed in the election process. I understand that if I do not provide truthful or complete answers and information, I can be subject to disciplinary action, up to and including termination. Further, I authorize Michaels to take bi-weekly deductions from my paycheck for any premiums and any applicable surcharges associated with the benefits elections I have made during this enrollment per the amounts detailed in the election process. In the event deductions are not made through my paycheck I understand that I will still be responsible for the premium payments and any applicable surcharges. If payments for premiums and applicable surcharges are not made within 31 days of the last payroll deduction, my benefit elections can be terminated.

Dependent Enrollment Declaration
I hereby certify that the dependent(s) listed on my benefits are my legal dependents defined as:

- My legal spouse/domestic partner.
- My unmarried child: natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child. A dependent child must not be working more than 30 hours per week unless they are a full-time student. An insurable child includes a dependent who is incapacitated for a continuous period beginning before the maximum age of the child (age 21 or up to age 26 if a full-time student).

By submitting beneficiaries electronically, you agree to the following:

- You're applying electronically for coverage under the group benefits plan issued by Canada Life;
- The information you've provided is true, correct and complete, to the best of your knowledge;
- Your electronic signature will have the same effect as a signature in ink, and no further action is required to complete your application or beneficiary designation(s), and
- You've read and understood and agree with the information above.

I Accept

Submit **Save for Later** **Cancel**

Your elections will not be finalized until you read the legal notice, check I Agree located at the bottom of the screen, click Submit, and see the confirmation page.

33. Once submitted, click View 2024 Benefits Statement and your benefits statement will appear. To save a copy of your statement, click on print on the bottom left hand of the screen and click Download.



Export Document

Download

Please Note: You can continue to make changes to your Enrolment, even after you've submitted your elections, until Open Enrolment closes on June 14, 2024. To return to your Open Enrolment, click on the Announcement on the Workday homepage.

Once the Open Enrolment window closes, you will not be able to add, drop, or change elections until next year's Open Enrolment or you experience a **Qualifying Life Event**. For more information about **Qualifying Life Event**, please visit: [Change in Status - Michaels Benefits \(mikbenefits.com\)](https://mikbenefits.com)

Open Enrolment elections will be effective at the beginning of the new Plan Year beginning on July 1st of each year. The first payroll deduction will begin in July of 2024.

For questions about Enrolling or need to make a change call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket through [Knowledge Zone](#).