



Flex Plus Direct

Instructional Guide



Anywhere Access

Manage your benefits from any computer connected to the Internet.

Log in

*Employee ID Number
(without leading zeroes)

*PIN

All fields marked with * are required.

Log In

[First Time User?](#) | [Forgot Your PIN?](#)

Need Help?

The **Cenovus Retiree Benefits** can be reached Toll-free at 1-855-770-4316. Representatives will be able to assist you with details and requirements, **Monday to Friday from 6 a.m. to 6 p.m. MT**

Registering for the First Time?

[Set your password and security questions for the first time](#) using this site. You will need to provide your employee number, date of birth, date of hire and residential postal code.

Forgot Your Password?

[Reset your password online](#). Answer your security questions and reset your password immediately, or have a temporary password emailed or mailed to you. You will need to provide your employee number, date of birth, date of hire and residential postal code.

Flex Plus Log in page

- Visit the site at:
<https://myretireebenefits.seb-admin.com/App/login?lang=en-us>
- If you have not registered before, Click on “First Time User?”

1 Provide Information 2 Confirm identity 3 Set New PIN ✓ Finish

First time user

Provide Information

We take data security very seriously, and have taken precautions to prevent unauthorized access to your information. To keep your information safe, we need to ask you a few questions and confirm your identity, before we can reset your PIN. Please enter your 5 Digit Employee Number, which you had received in your welcome packet.


Please enter your Employee ID and click on Confirm identity.

*Employee ID Number
(without leading zeroes)

123456

All fields marked with * are required.

To continue, type the characters you see in the picture

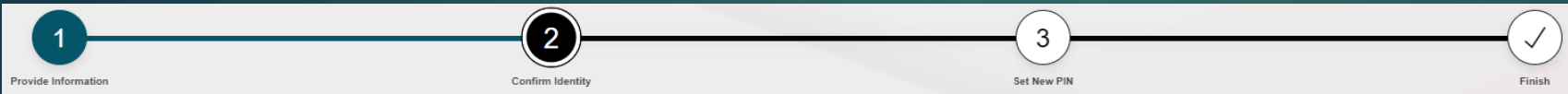


Characters: czqpY1

Back to Login Confirm identity

Step 1: You provide information

- Enter your Employee ID number
- Enter the scrambled characters
- Click 'Confirm Identity'



First time user

Confirm Identity

To keep your information secure and prevent unauthorized access, we need to confirm your identity. Please answer security questions to reset your PIN.

Please confirm your identity and click on Set password.

*Date Of Birth



(Date format - mm/dd/yyyy)

*Hire Date



(Date format - mm/dd/yyyy)

*Postal Code

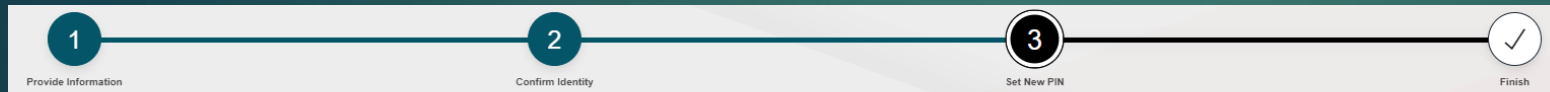
A1A1A1 0/20

All fields marked with * are required.

[Back to Login](#) [Set password](#)

Step 2: Confirm Your Identity

- Enter this information to confirm your identity;
 - Date of Birth
 - Last Name
 - Postal Code (Format: A1A1A1)
- Then, click "Set Password"



1 Provide Information

2 Confirm Identity

3 Set New PIN

Finish

First time user

Set New PIN

We take data security very seriously, and have taken precautions to prevent unauthorized access to your information. To keep your information safe, we need to ask you a few questions to establish your identity. We also ask that you create a new PIN, which you will use when accessing this site in the future.

Answer Security Questions
We ask you to answer a series of questions that you can answer, but that someone pretending to be you should not be able to answer. Should you forget your PIN, answers to these questions will be used to confirm your identity.

Please answer any five security questions.

Step 3: Enter Your Security Answers

- You must answer all 10 of the security questions presented on this page
- Remember not to share your security details with anyone

Create your password

PIN you choose must contain at least one number, at least one of the following special characters (@ # \$ % ^ + = ! *) and be at least 8 characters long. It must also contain a combination of upper and lower case characters.

*New PIN:

*Confirm New PIN:

All fields marked with * are required.

[Back to Login](#)

[Save](#) 

Step 4: Set Up Your PIN

- Create and confirm your own PIN and click “Save”

Step 5: Log in with your new credentials

- Your will be taken back to the Main Page
- Enter your Employee ID Number and your Password (PIN)

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ENERGY

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Registering for the First Time?

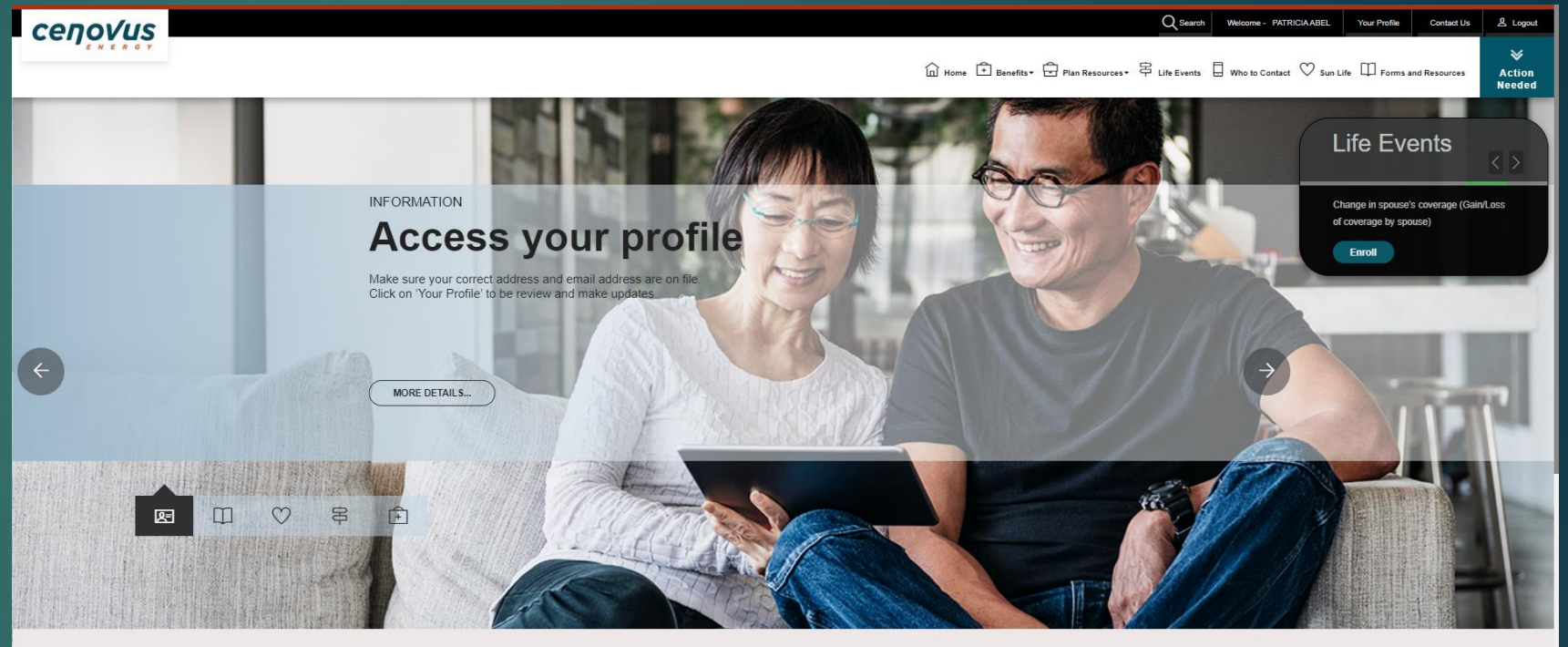
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Welcome to the Home Page!

- Find info and resources on the top menu.



My Benefits Plan

- Go to “Benefits” to review your Benefits, print your Benefits Statement or request a copy via email or mail or change beneficiaries during the year.

The screenshot shows the user interface of the Sun Life Group benefits account. At the top left is the Cenovus Energy logo. The navigation bar includes links for Home, Benefits (highlighted with a red arrow), Plan Resources, Life Events, Who to Contact, Sun Life, and Forms and Resources. A search bar and user profile information (Welcome - PATRICIA.ABEL, Your Profile, Contact Us, Logout) are also present. A dropdown menu under 'Benefits' shows 'Beneficiaries' and 'Confirmation Statement' (highlighted with a red arrow). The main content area features a large image of a couple on a beach with the text 'SUN LIFE Explore your Sun Life Group benefits account.' and a 'MORE DETAILS...' button. A 'Life Events' sidebar on the right shows a progress bar and an 'Enroll' button. At the bottom, there are icons for email, documents, a heart, a list, and a plus sign.

Forms and Documents

- Printable Forms
- About Your Benefits Plan

The screenshot shows the Cenovus Energy website's 'Forms and Resources' page. The top navigation bar includes the Cenovus Energy logo, a search bar, and user account information for Patricia Abel. The main navigation menu contains links for Home, Benefits, Plan Resources, Life Events, Who to Contact, Sun Life, and Forms and Resources. The 'Forms and Resources' page features a central content area with a title and a list of links categorized by topic. A red arrow points to the 'Forms and Resources' link in the top navigation bar.

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Search Welcome - PATRICIA ABEL Your Profile Contact Us

Home Benefits Plan Resources Life Events Who to Contact Sun Life Forms and Resources

Forms and Resources

You may find the following forms and resources useful.

Benefits Plan

Learn about the Costco Pharmacy Value Plan

- [Costco Reimbursement Plan](#)

Need a paper claim form?

- [Sun Life Extended Health and Health Care Spending Account Claim Form](#)
- [Sun Life Extended Health Claim Form](#)
- [Sun Life Dental and Health Care Spending Account Claim Form](#)
- [Sun Life Dental Claim Form](#)

Employee & Family Assistance Program

- [Homewood Health](#)

Application for Over-Age Disabled Dependent

- [Sun Life Disabled Child Coverage Application Form](#)

Social Club

- [Social Club Letter](#)
- [Social Club Form](#)

Quick Links

- [Confirmation Statement](#)
- [About your Benefits Plan](#)
- [Making Changes](#)
- [Change my Beneficiary](#)
- [Sun Life](#)
- [Homewood](#)

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