



# Adding Employees To Your Plan

The following is the information needed to be collected from employees to properly add them to your Canada Smart Plan. You can add your employees through the Administrators portal at [www.CanadaSmartPlan.com/login](http://www.CanadaSmartPlan.com/login) If you need assistance or would like Canada Smart Plan to add your employees for you, please complete and submit to:

Email: [info@canadasmartplan.com](mailto:info@canadasmartplan.com) or Fax: 1-604-357-1141

Business Name			
Administrator's Name			
Phone			
Email			
Date			
Employee Name	Birth Date	Email Address	Class
CLASSIFICATION NAME	Annual Benefit	YES	Roll Over
			NO
1			
2			
3			
4			
5			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Submit To:**