Getting started with Performers

Simple and easy setup

Performers is a group retirement plan for small businesses. Plan setup is straightforward because the administration is fully digital.

Implementing the plan is easy

Step 1: Decide on the plan design based on your client's needs. The Performers product offers registered retirement savings plans (RRSP) and RRSP/deferred profit savings plans (DPSP), with the availability to add a tax-free savings plan (TFSA) as a supplementary plan type. Propose the best plan design within the Performers product parameters. You can find full product details in the Performers Proposal.

Step 2: Complete the following documents to set up the Performers plan:

- Performers master application
- Performers commission agreement

Step 3: Work with your Performers representative to complete the master application form

Your Performers representative will help you ensure the application has all the required details. Send us a draft of the master application for review before getting your client to sign and date it.

Step 4: Get the master application signed and dated by your client and submit it for processing

Send completed forms to your Performers representative.

Step 5: Canada Life™ starts to set up the plan

This can take up to ten business days for new issue and up to twelve weeks for amendments. Your Performers representative will send you the plan documents for you to share with the plan administrator once the plan set-up is completed on the Canada Life system.

You'll get a step-by-step video you can share with the plan administrator. They'll also get this video in Step 8.

Step 6: Employees can enrol

You'll get a link to send to employees for enrolling in their new plan. Online enrolment is quick, and members can access their plan documents easily.

Step 7: Hold an employee education session

Slide and video resources are available to help you run member education sessions. Speakers' notes are there to help guide you as you cover:

- Why join your plan
- Getting started with Canada Life
- Investment personality questionnaire

Step 8: Follow up by Canada Life

The customer service specialist connects with the plan administrator and shares the step-by-step video.

Questions?

Contact the Business Product Solutions team:
1-877-767-6011
GRSPerformers@canadalife.com