

2022 Year-end revision Medical scheme option changes

Are you on the correct option for your medical needs? **You now have the opportunity to change your option.** Please take note of the following important process:

SANLAM OFFICE STAFF:

1. **ALL** option and scheme changes **MUST BE SUBMITTED ONLINE** via the **Medical Aid Tool** on **myWorkSpace ESS**. If you do not wish to change your medical scheme option, please access the **Medical Aid Tool** and click '**SUBMIT**' to update your records.
2. If you are joining Bonitas or Fedhealth, please download and complete the relevant application form on the [My Medical Scheme Intranet site](#). It is important to attach the necessary supporting documents (copy of ID's, etc.) before submitting the form electronically. **Please remember that your option MUST also be selected on myWorkSpace ESS.**
3. If you would like to change/add/remove dependants, please follow the normal process by completing the required form on the [My Medical Scheme Intranet site](#) and submit it to HRSSPayrollDocumentation@sanlam.co.za.
4. The **Medical Aid Tool** will open on **TUESDAY, 22 NOVEMBER 2022** and close on **WEDNESDAY, 30 NOVEMBER 2022** at **16H00 – NO LATE REQUESTS will be allowed.**

SFA ADVISERS AND MANAGERS:

1. You can access the relevant Option change forms, as well as the Bonitas and Fedhealth application forms on **Sanport**: go to '**Practice Management**', under the heading '**Intermediary Contract**' click on '**My Medical Scheme**'. Scroll down to the relevant medical scheme section.
2. If you are changing your option within your current scheme, please complete the relevant Option change form and submit it to DRAAdvisorFundandScheme@Sanlam.co.za.
3. If you are joining Bonitas or Fedhealth, please download and complete the relevant application form on **Sanport**. It is important to attach the necessary supporting documents (copy of ID's, etc.) before submitting the form electronically.
4. If you would like to change/add/remove dependants, please follow the normal process by completing the required form on **Sanport** and submit it to DRAAdvisorFundandScheme@Sanlam.co.za.
5. Option change forms and new applications will be accepted until **WEDNESDAY, 30 NOVEMBER 2022 at 16H00 – NO LATE REQUESTS will be allowed.**