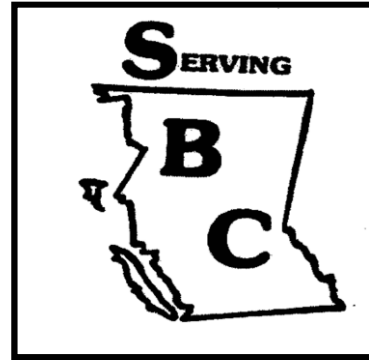


R-FOUR CONTRACTING LTD.
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RE: Enrollment in GroupSource Employee Benefits Package

Congratulations on your eligibility for the Employee Benefit Package with GroupSource! The following letter outlines procedures you must be aware of when enrolling with our benefit plan. As a reminder, this benefit plan covers employees and their dependents with full-time residency in British Columbia.

Please fill out all highlighted items on the *Enrollment Card* when received and forward the hard copy back to the R-Four Contracting Ltd Office immediately. You will be ineligible for benefits if the *Enrollment Card* is submitted past 31 days of your eligibility date. The sooner you submit your enrollment card, the faster we will be able to process your plan.

Once you've received your *OneCard* from GroupSource, you will be able to log-in to WEBS Online Service. Through this tool, you will be able to find soft copies of current benefit booklets online. You can create an online eProfile by using the information on the back of your *OneCard*.

Finally, please advise our Office if there are any address, spouse, dependent, or beneficiary changes as soon as possible so that we may keep our records up to date.

If you have any questions or concerns regarding your coverage, please feel free to contact me at the office.

Thank you,

Amanda Laurino
Plan Administrator
R-Four Contracting Ltd.
amanda@rfour.ca
