

Group Retirement & Savings Portal

Registration Process

A Quick Reference Guide

Getting started on the registration process.

Step 1: Go to cooperators.ca.

a) Click *Sign in*.

b) Select *Group Retirement - Company Number 13xx*.



Insurance Investments Group

Sign in

Insurance & Investments

Group Benefits - Plan Sponsors

Group Benefits - Plan Members

Group Benefits - Advisors

Group Retirement (Company Number - 13xx)

Group Retirement (Company Number - 31xx)

Group Payment Protection

Recreational vehicle insurance that goes the extra mile

Start with a quote and get the coverage you need today.

Get a quote and buy online

Retrieve your quote

Step 2: You'll arrive at the sign-in page.

Click *Register as a Plan Sponsor, Advisor or Administrator*.

Group Retirement & Savings Plan Portal

Email Address

Password



SIGN IN

[FORGOT PASSWORD?](#)

[Register as a Plan Member](#)

Start here if it's your first time signing in or you have another plan to register with a different Company Number. To guide you through the sign-in process, follow [these instructions](#).

[Register as a Plan Sponsor, Advisor or Administrator](#)

Start here if it's your first time visiting our sign-in page or are registering an additional group. To guide you through the sign-in process, follow [these instructions](#).

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643).



Need help?

Use the **Contact Us** feature to email or call 1-866-469-2643.

Begin the registration process.

Step 3: We'll verify your identity using the sign-in credentials sent to you.

- Input your *Company Number*, *User ID* and *Password*.
- Click *CONTINUE*.

Verify your identity

To create your sign-in ID, we need to confirm your identity. Find the information you need in our emails with "Co-operators Online Access" as the subject line.

Company Number

User ID

Password

Step 4: Create a sign-in ID using an email address of your choice.

- Input your *Email Address**.

Choose a sign-in ID

Enter the email address you want to use as your sign-in ID.

Email Address

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643).

***Attention Group Benefits clients.** If you use the same email address to register for your Group Retirement & Savings plan, we'll allow you to link your Group Benefits and Group Retirement & Savings sign-in IDs for easier and more convenient future sign-ins.

- Click *SEND CONFIRMATION* and this message will appear:

We've sent your confirmation Email.

We've sent a confirmation email to `firstname.lastname@companyname.ca` that may take a few moments to arrive in your inbox. Please follow the instructions in the email to complete your registration.

Can't find our email? Ensure your email address is correct or check your spam folder.

- Click on the link sent to you in the confirmation email to complete your password and security.

Complete the registration process.

Step 5: You'll create your password and choose security questions to secure your sign-in ID.

- Enter a password and ensure all security requirements are met.
- Choose from existing Security Questions and enter answers.
- Click **SAVE**.

Let's secure your sign-in ID

Create a password. For your security, passwords must contain at least:

- ✗ 8 characters
- ✗ One upper case letter
- ✗ One lower case letter
- ✗ One number
- ✗ One special character or symbol
- ✓ Cannot use any part of your email address

Next select two unique security questions using the dropdown list and provide your answers. We'll use these to help you reset a forgotten password.

Create Password 👁

Security Question 1
What was your dream job as a child?

Answer 1

Security Question 2
What was your dream job as a child?

Answer 2

SAVE

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643).

Step 6: Thank you. You're done with the registration process!

Success. You've completed your registration.

Congratulations! Your new sign-in ID is active and is ready to use to sign in.

You can add another group to this sign-in ID by selecting a link on the right.

SIGN IN

[Register as a Plan Member](#)

Start here if it's your first time signing in or you have another plan to register with a different Company Number. To guide you through the sign-in process, follow [these instructions](#).

[Register as a Plan Sponsor, Advisor or Administrator](#)

Start here if it's your first time visiting our sign-in page or are registering an additional group. To guide you through the sign-in process, follow [these instructions](#).

One-time email verification for sign-in ID.

You'll be asked to verify your sign-in ID the first time you use it. Click *Send me the code*.

Enter the *Verification code* provided and click *Verify*.



Verify with Email Authentication

Send a verification code to f...e@companyname.ca.

Send me the code

A verification code was sent to f...e@companyname.ca. Check your email and enter the code below.

Verification code

Verify

You'll now be signed into your Group Retirement & Savings account.



Need help?

Use the **Contact Us** feature to email or call 1-866-469-2643.