

How to Register for Online Services for Group Insurance

1

Is this your first visit?

Register to gain access to the secure site and the **Omni** app (if it's included in your plan).

- Manage your plan information
- Quickly and easily submit claims online
- Access your virtual payment card
- And more!

Register now

Go to the [secure site](#) or Omni app, then select the **Register now** button.

[DESJARDINS SECURE SITE](#)

[OMNI APP](#)

2

At the Enter the email address step, enter the **Enter the email address you provided to the school or your institutional email address**. Then select the **Continue** button.

3

You'll receive a code by email. At the **Verify your email address** step, enter the code. Then select the **Continue** button. Your code expires after 10 minutes. If you don't enter it in time, you can request a new one.

4

At the **Create a password** step, enter a password. Then select the **Continue** button.

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 **Desjardins**
Insurance
Life • Health • Retirement

Register for our online services

1 **2**
Step 1 of 2

Plan information

* Group/Policy/Contract no. 
Q54321

* Certificate no. 
001234567

* Last Name
Jane

* First Name
Doe

* Date of Birth
2005-01-15 

* Primary phone no.
(613) 123-2345

Secondary phone no.

Ext.

* Email address
jane.doe@yourschool.ca

At the **Plan information** step, enter the information required:

- **Group/Policy number** can be found on www.alumo.ca - How to claim. This number starts with the **letter Q**.
- Your **Certificate number** can be found on www.alumo.ca - How to claim. Your certificate number is your **Student ID**. If your ID is composed of less than 9 digits, **you need to add zeros at the beginning for a total of 9 digits**.
- Complete the rest of the form with your information.

 www.alumo.ca

6

Give your consent related to how to handle your personal information, select the **Accept** button.

7

On the **Validation** page, check the information is correct. Select the checkbox to confirm, then select the **Transmit** button to complete the process.