



The United Church of Canada
Benefits Centre

L'Église Unie du Canada
Centre d'avantages sociaux

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April 27, 2026

Dear Member,

We're writing to share an important update and a time sensitive opportunity related to your pension and benefits information.

Enter Your Beneficiary(ies) by May 15, 2026

Our team is continuing work on the new **Pension and Benefits Administration System (PABAS)'s Member Portal**, which will include enhanced online tools and clearer, more timely communications for members. Building a system that is secure, accurate, and easy to use takes careful development, but we're pleased to provide you early, limited-time access now for an important reason.

Ahead of the annual pension statements being issued at the end of June, we want to ensure you have the opportunity to **update your beneficiary information online**. One of the key features of PABAS is the ability to designate beneficiary(ies) electronically through the Member Portal. *No need for paper!*

Temporary Access Now Open

The Member Portal is **open now through May 15, 2026**, allowing you to enter:

- **Pension beneficiary(ies)**, and
- **Life insurance beneficiary(ies)** (for benefits eligible members)

Completing this step now means your information will be reflected correctly on your **2025 pension statement** and it also helps set you up for a smooth start when the full Member Portal launches. Remember that this designation now replaces any previous designation.

After May 15, the Member Portal will close while additional work is completed. We'll announce the full Member Portal opening date later, and some members may be invited to take part in early access to help us test and improve the experience.

If you miss the temporary window, your previous paper designation received by the Benefits Centre is still valid. Should you need to make changes to your beneficiary(ies) prior to the full Member Portal opening, please contact the Benefits Centre.

How to Designate Your Beneficiary(ies): Please complete the steps below before **May 15, 2026**.

Step 1: Register on the Member Portal

(For first-time users)

1. Visit <https://uccbenefits.hroffice.com/> and select **Register**.
 2. Enter your full name and personal information, complete the captcha, and select **Continue**.
 3. Create your password (following the listed requirements), then select **Continue**.
 - *Quick tip:* Your password can only include one special character.
 4. On the *Registration Successful* page, select **Continue**.
 5. Complete the two-factor authentication (2FA) when prompted.
 6. Choose and confirm your challenge questions.
 7. Read and accept the Disclaimer.
 8. You'll arrive at your **Home page**, where any required actions will be displayed.
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Step 2: Enter Your Insurance Beneficiary(ies)

(For benefits-eligible members)

1. Select **Re-Start** beside *Beneficiary Changes*.
 2. Enter your beneficiary(ies) and assign percentage allocations.
 - **Important:** Total allocations must equal **100%**.
 3. Review the *Complete Enrolment* page.
 4. Agree to the Terms and Conditions and select **Complete Enrolment**.
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Step 3: Add Contact Preferences, Pension Beneficiary(ies), and Spousal Information

(For all members)

1. From the **Home page**, select the **Financial Security and Retirement** tab.
 2. Under *Update My Profile*, select **Start**.
 3. Enter your preferred phone number.
 4. Complete each of the following sections:
 - Beneficiary Designation
 - Spousal Information
 - Communication Preferences (including language preference)
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Need Help or More Information?

Step-by-step instructions and additional resources are available on the **PABAS page** of the Benefits Centre website. <https://uccbenefits.ca/>

If you have questions or need assistance, please contact us at:

pabas-go-live@united-church.ca or 1-855-647-8222.

Thank you for taking the time to complete this important update and for your patience as we continue strengthening the systems that support you.

Warm regards,

The United Church of Canada Benefits Centre