

How to Enrol

Step 1

Your agency is required to confirm its membership with one of our Associations.

- OCSA
- OACAO
- Volunteer Alberta
- Capacity Builders

Step 2

Your agency must complete a Participation Agreement and Employee Enrolment Forms must be filled out and sent back to OASSIS (original signed forms) for all eligible employees.

Step 3

Once you are enrolled in the OASSIS plan, your dedicated OASSIS Benefits Administrator will provide you with a “Welcome Package”. You will be equipped with instructions for accessing booklets and claim forms from our website.

Step 4

Your dedicated OASSIS Benefits Administrator will send you a monthly billing statement listing all covered employees and the premiums that are payable.