

## Member Portal Access for Employees

As an OASSIS plan member enrolled on the group benefit plan offered by your employer, you have access to the Member Portal. Once your employer has uploaded your email address to the Employer Portal, you will be able to register for the Member Portal. **This is an important first step.**

The Member Portal is a self-service site where you can view information about your benefits, documents related to your coverage, and make any necessary changes or updates to personal information such as your mailing address, email address, phone #, etc..

To access the Member Portal, you must first register and create a profile by following the instructions below.

1. Open the following URL: <https://benadmin.ibenefits.ca/portal>
2. To Create a Profile, enter your Email address and then click on Create new account.
3. Next, enter your Certificate Number, Client Number (type OASSIS), Birth Date (following the date format on the screen), Email Address and then create a Password.

Please note: your employee certificate # can be found on your Green Shield card. In the example below, John Smith's certificate # is "12345678". Do not include XLR or any numbers after the dash.



Once you complete the Member Portal registration, you will then receive an email requiring you to validate your registration.

If you have any questions, please contact your OASSIS Benefits Administrator at 416-781-2258.