

# **How to Enrol**

#### Step 1

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

**Sponsoring Associations** Preferred Partnership Programs

OCSA APBVSA
OACAO BCHPCA
Capacity Builders HPCO

NCRA SAPAVS

Swim Alberta

Volunteer Alberta

### 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.

#### **OASSIS**

5407 Eglinton Ave. West, Suite 208 Toronto, Ontario M9C 5K6

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