



**ACCESS AGREEMENT FOR ONLINE ADMINISTRATION  
OF YOUR  
OASSIS GROUP BENEFIT PLAN**

|                                |  |
|--------------------------------|--|
| <b>AGENCY NAME:</b>            |  |
| <b>BILLING ID #:</b>           |  |
| <b>MAILING ADDRESS:</b>        |  |
| <b>CONTACT NAME AND TITLE:</b> |  |
| <b>CONTACT E-MAIL ADDRESS:</b> |  |

OASSIS now has a new administration system created by MyBenetech called Vital Objects (V.O.) which now provides our clients access to online administration. The new administration system will allow OASSIS clients to perform certain administration functions within a secure, web-based environment in accordance with the provisions of the Group Benefit Participation Agreement and the administrative policies between OASSIS and our clients. In order to ensure the safe and efficient operation of this system, each OASSIS member agency will be required to agree to the following terms and conditions prior to access to the OASSIS administration system.

The OASSIS self administration system will permit a limited number of employees (designated agency Plan Administrators) access to the administration system to perform administrative tasks such as employee salary changes, terminations, changes to employee benefit coverage, updating dependent information ...etc. Having access to on-line administration will allow you to view plan member information at any time, make updates in real-time, view billing statements (current and previous statements) and you will not be required to complete OASSIS data change forms each time an update to someone's coverage is necessary.

Please read the terms of the online access agreement and returned to OASSIS once it's been completed.

Lastly, please contact your OASSIS Benefits Administrator to set up a time that is convenient to you for a training session on the new administration system. Please provide your availability to your OASSIS Benefits Administrator as soon as possible. We ask you that your return this completed document no later than May 13th, 2016.

If you are unable to participate in the OASSIS self-administration program, please contact your OASSIS Benefits Administrator or Diane Napoleone, OASSIS Benefits Manager at your earliest convenience.

For agencies that we are unable to provide training in person; a web-based, online tutorial with an OASSIS Benefits Administrator will be available.

Thank you for your time and we look forward to hearing from you.

Your OASSIS Benefits Administration Team

## AGREEMENT

Each agency appointed Plan Administrator will be given a unique user name and password to allow them access to the administration system. It will be the Plan Administrators responsibility to keep their login information confidential and to activate the account login.

Every Plan Administrator will agree to continue to comply with all OASSIS administrative rules and policies in respect to their benefit plan and will agree to keep all information stored on the OASSIS administration system confidential. Plan members, unless they've been provided with a login by their employer, will not have access to any of the information available on the OASSIS administration system.

The Plan Administrator will be responsible for ensuring that the employees being enrolled onto the group benefit plan satisfy all eligibility requirements and are not late applicants. If an employee is deemed to be a late applicant, OASSIS must be informed and the employee will not be activated on the benefit plan until they have been medically underwritten and have had coverage approved by the OASSIS carrier(s).

The Plan Administrator is responsible for ensuring that the plan members enrolled via the OASSIS administration system are eligible for coverage and that upon ceasing to be entitled to coverage, for whatever reason, it will be the responsibility of the Plan Administrator to update the employees coverage on the administration system accordingly and in a timely manner.

OASSIS will not have any financial liability or responsibility toward any person who was or is eligible to be enrolled as an OASSIS plan member and/or dependent but failed to be enrolled by the agency Plan Administrator.

OASSIS may conduct periodic audits to ensure the ongoing accuracy and security of user identification, and to ensure the use of the OASSIS administration system is in accordance with this Agreement.

OASSIS will be notified in writing of any changes to the appointed agency Plan Administrator(s) in a timely manner. This includes changes to a Plan Administrators name or email address, removal of a Plan Administrator and the addition of a new Plan Administrator.

OASSIS will be contacted should the agency require assistance in technical support, administration advice or any other matter that requires support or clarification.

\_\_\_\_\_(agency name) hereby acknowledges and agrees that by signing this document, it is entering a binding agreement with OASSIS and will be bound to any terms and conditions that have been laid out in this agreement.

\_\_\_\_\_  
Authorized Agency Contact Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*List of authorized agency Plan Administrators attached.*

**OASSIS**  
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