

Benefits+ HR Portal Access Form

Policyholder Name :
 Policy No. :
 Renewal Date :

Benefits+ HR Portal

The HR Portal allows Benefits+ clients to manage their organisation's policy information through a single platform. HR Portal users will have visibility over employees' claims, download comprehensive reports, and see the latest panel listing (subject to availability of benefit).

What you need to do to have access to / modify details / remove access from the Benefits+ HR Portal:

Complete this form for us to: (1) create access for you and your colleagues; (2) modify details for access created previously; (3) remove access. Intermediaries may include their information here as well if access is required. Personal information collected here will only be used for the Benefits+ HR Portal registration.

All authorised HRs will have access to the details of employees from all subsidiaries under this policy.

Add / Modify / Remove (For modification, please indicate what is changed.)	Full Name	Email Address (each email address would be one unique login)	User Type (please select • HR • Intermediary)

 (signature)
 Name of Signatory** :
 Designation :
 Date :

 Company Stamp

** The Signatory must be listed in the ACRA report or Annual Returns, or for Registry of Co-operative Societies, Form A – List of Office Bearers.