



Policyholder :  
 Policy No. :  
 Renewal Date :

**Benefits+ HR Portal - Access Addition Form**

The HR Portal allows Benefits+ clients to manage their organisation’s policy details through a single platform. HR Portal users will have visibility over employees’ claims, add or delete members, manage payments, and even download comprehensive reports.

**What you need to do to access the HR Portal:**

Complete this form for us to register you and your colleagues. Intermediaries may include their information here as well if access is required. Personal information collected here will only be used for the HR Portal registration.

There is no need to complete this table if you already have access to HR Portal.

Full Name	Email Address (each email address would be one unique login)	Mobile Number (this is required as part of 2FA login, foreign numbers accepted too)	Company / Entity Name(s) (For HRs: please provide your company name. If user requires access to more than one entity, please list all.  For Intermediaries: please list your client's company name below.)	User Type (please select • HR • Intermediary)	Access Type (please select • <i>*New*</i> System Admin* • Read & Write • Read only)  * Only for HR User Types

**Additional information – Access Types:**

Access Types:

- **\*New\* System Admin: Only for HR User Types.** Please assign at least 1 HR User to be selected as System Admin. Full access to HR Portal functions plus the ability to add and delete other HR Portal Users to view your policy (can be used to add your intermediary).
- **Read & Write:** Full access to HR Portal functions, view all details, modify data including addition and deletion of members and register claims.
- **Read only:** View members, policy & claims details only.

\_\_\_\_\_  
(signature)

Name of Signatory\*\*

Designation :

Date :

\_\_\_\_\_  
Company Stamp

\*\* The Signatory must be listed in the ACRA report or Form 6A Annual Returns or Form A-List of Office Bearers.