



Application for Benefits Express

Group/Account Name							
Group #		Account #		Requested Effective Date			
Benefits Express Security Information							
<i>The following information is required to set up security for the staff who will be using the online administration functions. A personal Logon Id and Password will be assigned for each user. If more than 2 staff will require access, please provide names and information on a separate attachment.</i>							
Primary Contact	Name						
	Phone #						
	Email Address						
	Q#	A:	Q#	A:	Q#	A:	
Backup Contact	Backup information is <u>not</u> mandatory. To avoid sharing of Logon ID's and/or Passwords, if more than one person requires access to Benefits Express, please provide the following information:						
	Name						
	Phone #						
	Email Address						
	Q#	A:	Q#	A:	Q#	A:	

System Requirements

- Internet access (High Speed recommended)
- Internet Explorer 5.5 or higher
- A browser with 128 bit encryption strength
- Screen size is optimized for 800x600 resolution

Training

- A procedure manual is sent via e-mail prior to the training session.
- The training takes approximately 1–1.5 hours.
- The training is conducted over the phone, however, using webcasting technology hands on additions and changes are also completed.

Agreement

- There is a User Agreement that is required to be signed by an authorized representative of the Company. A copy will be sent to the primary contact after training is scheduled. One of the requirements of using the system is that a copy of this signed document be returned to us for retention.

Once this application has been received by The Co-operators, you will be contacted by our Implementation Co-ordinator to arrange a training date.