

Member Portal Access for Employees

As an OASSIS plan member enrolled on the group benefit plan offered by your employer, you have access to **your group benefit profile** on the **Member Portal**.

The Member Portal is a self-service site where you can view your Benefits Summary, download and print documents related to your coverage, and make any necessary changes or updates to personal information such as your mailing address, email address, phone #, etc.

To access the Member Portal, you must first register and create a profile by following the instructions below.

1. Open the following URL: ***https://benadmin.ibenefits.ca/portal***
2. Select **Create New Account**
3. Enter your **Certificate Number / Member ID**

Your Certificate Number is provided on the details of your **GreenShield Member Card** (below).

As in the example below, John Smith's **Certificate Number** is 12345678. **Do not include XLR or -00.**

This number can also be provided to you by your employer, or from the Benefit Statement in your new member kit.



4. Enter **Client Number** - enter the word **OASSIS**
5. Enter your **Date of Birth** - following the date format on the screen
6. Enter your **Email Address**
7. Create a **Password**
8. Once you complete the Member Portal registration, you will then receive an email requiring you to validate your registration.

If you have any questions, please contact your OASSIS Benefits Administrator at 416-781-2258 or 1-888-233-5580