

There are 2 different places you will need to enrol in now that you are with OASSIS. First, go to oassisplan.com/members, and look under 'Employee Accessible Websites' at the top of the page.

Your **GreenShield Member Card** (shown below) will be your key to logging in to these websites, as it contains your GreenShield Member ID, also referred to as your Plan Member ID, or Certificate Number

This page will provide the links to the **2** login pages you will need to navigate most of your benefits.

- **1. Login to GreenShield+** using your GreenShield Member ID on your GreenShield Member Card
- **2. Login to the OASSIS Member Portal**, 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.

1. GreenShield+ Login – Health & Dental claims

- Login to GreenShield+ using your GreenShield Member ID on your GreenShield member card
- Accessible via phone app or desktop website
- GreenShield+ is where claims are made for health and dental benefits
 - o Here, you can also find information about your benefit plan, including what coverage you have, and how much of each benefit you have left for the year.
 - o GreenShield+ also gives you access to benefits like EAP and Telemedicine (if you plan includes these coverages), and other wellness services.

1. Go to app.greenshieldplus.ca/en/sign-up
2. Click on the **Sign Up** button
3. Choose **Through an Employer or Organization**
4. Select **I have a Plan Member ID**, found on your **GreenShield Member Card**



5. Enter your **email address**
6. Check your email for a 6-digit verification code and enter it on the website
7. On the **Details** page, enter your personal information
8. On the **Dependent Information** page, enter the total number of dependents on your plan and the birth date of one of your dependents (if applicable).
9. **Create a New Password**
10. Finally click **Sign In** to access your account

2. OASSIS Member Portal – *Benefit Confirmation on Statement, member updates*

- **1. Login to GreenShield+** using your GreenShield Member ID on your GreenShield Member Card
- **2. Login to the OASSIS Member Portal**, 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.

1. Open the following URL: <https://benadmin.ibenefits.ca/portal>

2. Select **Create New Account**

3. Enter your Certificate Number / GreenShield Member ID. Your Certificate Number is provided on the details of your **GreenShield Member Card**. As in the example below, John Smith's GreenShield ID/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 Confirmation 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 New Password**

8. Once you complete the Member Portal registration, you will then receive an email requiring you to validate your registration

For more detail:

- Go to the Resources page on the OASSIS website and search:
 - o 'GreenShield+ Create Your Account'
 - o 'OASSIS Member Portal Access'
- Contact your Benefits Administrator at 416-781-2258 or 1-888-233-5580