

MyOnlineBenefit.com is a secure online benefit administration tool designed to help Group Administrators work with us more efficiently.

Capabilities Available with MyOnlineBenefit

View Only Access

- View bill summary and billing detail
- View bill and payment history
- View group policies
- View insured employees' certificates
- View summary of benefits

Full Access

- Add/change insured employees
- Add/change insured employees' coverage
- Add/change dependents
- Terminate insured employees
- View Access also included with this feature

Group Administrator

Please indicate who will serve as your Group Administrator. The responsible party will receive all correspondence regarding coverage with us and will have access to all employee information, group policies and employees' certificates. If **full access** is requested, this person will be responsible for all online enrollments and employee maintenance. Please check the appropriate box for which area you would like to access (*items beginning with an asterisk are required fields*).

*View Only Access (or) *Full Access

*Group Number (example XXX-XX-XXXXXX): _____

*Group Name: _____

*Contact Name: _____

*Street Address: _____

*City: _____ *State: _____ *ZIP Code: _____

*Phone Number (including Area Code): _____

*Email Address: _____

Your company must maintain employee enrollment information including beneficiary designations.

If you would like your agent(s) to also have access to your group's information via MyOnlineBenefit.com, please provide their name and email address and check appropriate box for which area you would like them to access.

AGENT

Name: _____

Agency Name: _____

Address: _____

Email Address: _____

View Only Access Full Access

AGENT

Name: _____

Agency Name: _____

Address: _____

Email Address: _____

View Only Access Full Access

Group Authorization

Signature: _____ Date: _____

Name (please print): _____

Email the completed form to CompanionAcctMgmt@CompanionLife.net or fax to 563-855-7199. Once we receive your completed form authorizing type of access requested, our account management team will email your account information to the Group Administrator.

If you have any questions, please contact Companion Life Account Management at 877-676-5789, select Opt. 2.