

Access to online administration system

Submit via email: adminsupport@peoplecorporation.com

Submit via mail: 1403 Kenaston Blvd., Winnipeg MB R3P 2T5

Submit via fax: 204-488-6008

Access to our online administration system through peoplecorporation.com is provided by People Corporation. Registering, accessing, and using this administration system binds the user to the terms and conditions of this agreement. This agreement may be revised by People Corporation at any time. Revisions will be posted on the online administration system. By accessing or using the system, you agree to these changes.

User access and security

- Upon receipt of this signed agreement, you will be sent a user ID and password. By accessing peoplecorporation.com and initializing your user ID and password, you adopt your User ID and password as your electronic signature in your dealings with your group plan. This electronic signature is the legal equivalent of your written, signed instructions and you authorize People Corporation to accept your electronic signature for any transactions performed through online access on peoplecorporation.com
- You agree that you are solely responsible for any loss resulting from, or in connection with use of your user ID and password whether authorized or non-authorized. This includes any transactions performed or information obtained from the online system with or without your knowledge or consent.
- You agree to take appropriate security measures to protect the confidentiality of your user ID and password and to guard against misuse.
- You assume the responsibility and risk for access and use. **You agree to release People Corporation, its affiliates, directors, employees, and agents from any claim or damages in any way relating to access and use of the administration system.**
- You agree that you will not use the online system in a way that would or could adversely impact the integrity and reputations of People Corporation or your organization.
- You agree that your obligations under this agreement continues even after you stop accessing the online system.
- You recognize and understand that People Corporation has the right to monitor your use of the system and to review the information submitted via the system.
- People Corporation agrees to protect the privacy of personal information obtained through peoplecorporation.com and will only collect, use and disclose such information for the purposes of administering the benefits and provisions of the group plans under its administration. Any information accessed or transmitted shall be subject to any terms, conditions, or restrictions applicable to the group plan.
- People Corporation agrees to adopt industry standards in the development of its Internet systems and procedures to protect the security of information accessed or transactions undertaken (transmitted or performed).
- This access cannot be transferred to another person.

Any violation of the terms of this agreement may result in:

- an immediate termination of user's access to the online system;
- notification to the organization of the violation;
- liability for damages for the misuse of information.

Cancellation of access

- You may cancel your access to peoplecorporation.com by writing or emailing to the address below. The cancellation will be processed within two business days of the date we receive the request.
- Access will be cancelled upon notice of termination of your company's group plan with People Corporation.
- People Corporation has the right to suspend or terminate your access for violating any of these terms.
- People Corporation may cancel any or all services at any time without notice and will not be liable for any loss or inconvenience that may result from cancellation.

Maintenance of information and documentation - *please select one of the following options:*

☐ By initialing here, I verify that I wish to retain and manage all enrolment and member documentation in my office. This information must be available to People Corporation and the insuring companies should they wish to audit or review the plan data for any reason or if it is required for claim verification and payment. I understand that should the information/documentation not be available; I will be held liable for any and all financial and legal repercussions. I hereby verify that I hold harmless People Corporation and any and all insuring companies against any and all lawsuits or judgments that may arise as a result of incorrect handling, processing, management or retention of this information and/or documentation. I understand that all documentation must be given to People Corporation upon the termination of this agreement, the termination of the benefit plan or the termination of the administrative relationship with People Corporation.

☐ By initialing here, I verify that I will process the transactions on the system and will submit all supporting information/documentation to People Corporation for verification and retention.

I certify that I have read this agreement and accept all terms. I wish to obtain a user ID and password so I may utilize the online system for the administration of the group benefits plan.

Group name

Group and division number(s)

Applicant name

Title

Applicant email address

Applicant signature

Date signed