

The ACCESS | administrators website:

Making management of your group insurance files easier!

Simple tools to save time...



Visit the secure website **ACCESS | Administrators** today at ssq.ca and click on **login**.

Did you know?

All members have access to a transactional website to consult their file on-line. They can simply go on ssq.ca and click on **login**.

Contact Us

Customer Service reserved for plan administrators
Tel: 1-877-428-6571
group@ssq.ca

Customer Service reserved for insureds
Tel: 1-888-651-8181

ssq.ca





Where to carry out your on-line operations

Thanks to **ACCESS | Administrators**, you are one click away from your insurer. This secure website is a free and efficient way to carry out transactions related to your insurance file.

You may use it at any time to register new participants, make changes to existing files and consult your invoicing documents.

An efficient solution!

In addition to allowing you to carry out your group insurance transactions, ACCESS | Administrators offers features that will make your tasks more efficient, including:

- Forms, documents, communiqués and guides required to manage your plan and insureds' benefit claims
- The status of on-line disability benefits
- Consulting and downloading your on-line invoice
- The summary of transactions to track and obtain confirmation of transactions carried out on ACCESS | Administrators
- Secure file or e-mail transfers

	Application request	Participant files			Batch transactions	Send a secure e-mail
		Identification of participant	Employment file	Coverage/Beneficiary		
Enrolment	•					
Request SSQ Insurance cards ¹		•	•	•		
Request a certificate (in case of loss or theft)						•
Change of address		•				
Change of birth date						•
Change of SIN						•
Change from smoker to non-smoker status ²		•				
Change in employee number			•			
Change of group/class			•			
Start of disability and return to work following a disability			•			
Temporary interruption of work and return to work (e.g.: layoff, leave without pay, etc.)			•		•	
Change of salary			•		•	
Termination of a participant's coverage			•		•	
Reinstatement of a certificate			•		•	
Request for exemption and termination of exemption for health or dental care insurance				•		
Change to health or dental care insurance coverage				•		
Change, addition or cancellation of life insurance coverage ³				•		
Change of revocable beneficiary designation - Life Insurance ⁴				•		

¹ Available when the participant has health insurance coverage by clicking on the print icon at the top right.

² Available provided the participant has coverage for which the rates are established based on the smoker and non-smoker status.

³ Provided your contract includes this coverage.

⁴ In the case of a change of irrevocable beneficiary, the law requires that a form be filled out, signed and sent to the insurer to make the change valid. As such, this change cannot be made on ACCESS and requires that the form be printed and sent by mail to SSQ Insurance.

Note: The information presented in this document does not change the coverage stipulated in your contract. Also, please note that SSQ Insurance designates SSQ, Life Insurance Company Inc.