



EMPLOYER GUIDE

SHEPPweb

Registration

SHEPPweb: Pension Administration Made Easy

Welcome to **SHEPPweb** for Employers, a secure online site created specifically for SHEPP employers.

Designed to make your life easier, **SHEPPweb** is a more efficient and cost-effective way to administer the Plan and receive up-to-date information.

This registration package contains everything you need to register and get started exploring **SHEPPweb**.

How to Register

1. Ensure you have the necessary systems

In order to access **SHEPPweb**, you will require all of the following:

- Windows operating system (Windows 8 or 10);
- Internet access; and
- Latest version of Google Chrome or Microsoft Edge.

2. Appoint an authorised officer

It is important to appoint an authorised officer who has the legal authority to:

- Make decisions on behalf of your employer;
- Commit your employer to the terms and conditions of

the **SHEPPweb** Access Agreement enclosed in your package; and

- Appoint administrative users to work with **SHEPPweb**.

USING SHEPPweb YOU CAN...

- Complete common pension administration functions online with Web SERVICES;
- Communicate and transfer documents electronically with the Secure Mailbox;
- Generate pre-populated forms and access pre-configured reports;
- Access your monthly data reconciliation and annual data verification records;
- Use an online SHEPP PA calculator; and
- Access the Employer Administration Manual.

3. Sign the Agreement and return it to SHEPP

Your authorising officer must:

- Read and understand the terms and conditions of the Agreement;
- Accept the terms and conditions and sign the Agreement; and
- Email the completed Agreement to SHEPP.

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SHEPPweb Registration



Once you have completed the Agreement and registered, SHEPP will contact you with your user name and password.

Guide to Officers and Users

Authorising Officer Responsibilities:

- Read, understand and comply with the terms of the **SHEPPweb** Access Agreement;
 - Designate as Administrative Users only those persons who administer SHEPP for your employer;
 - Make sure Users read the Agreement and understand their responsibilities;
 - When users no longer need access, notify SHEPP to terminate their accounts;
 - Make sure all users comply with the terms of the Agreement and be liable for their conduct;
 - Take steps to safeguard and protect the privacy of personal information as defined in the *Personal Information Protection and Electronic Documents Act* (Canada);
 - Use the information provided to or received from **SHEPPweb** only for the purpose of administering SHEPP on behalf of your employer;
 - Notify SHEPP immediately of any event or circumstance that would lead a reasonable person to believe an unauthorised person has gained or may gain access to **SHEPPweb** or that it may be used for a purpose other than administering SHEPP; and
 - Comply with any other terms and conditions which SHEPP gives reasonable notice of from time to time.
- Change your password at least once every 60 days and immediately if you suspect someone has learned it;
 - Lock your computer or sign out of **SHEPPweb** when you leave your desk unattended;
 - Do not use information provided or received from **SHEPPweb** for any reason other than administering SHEPP;
 - Do not take any action that may be detrimental to SHEPP, its Plan members or participating Employers.

EXAMPLES

... of an Authorising Officer:

- A member of your employer's executive team;
- Human Resources Manager or Director, etc.

... of an Administrative User:

- Payroll Officer;
- Benefits Coordinator, etc.

We're Here to Help

SHEPPweb is easy to use, but help is always close by if you need it. Feel free to contact us:

- By phone:
 - Katherine Krause 306.751.8318
 - Robyn Derkatch 306.751.8343
- Through email at employerservices@shepp.ca.

Administrative User Responsibilities:

- Read, understand and comply with the terms of the **SHEPPweb** Access Agreement;
- Secure and protect your password and not share it with anyone;

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