



SHEPPWeb makes pension administration easy

Welcome to SHEPPWeb for Employers, a secure online site especially 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 for SHEPPWeb

1. Ensure you have the necessary systems

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

- Windows operating system (Windows XP, Windows 7 or Windows 8);
- Internet access; and
- Internet Explorer 9.0 or later or Mozilla Firefox 4.0 or later.

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 Agreement enclosed in your package; and
- appoint administrative users to work with SHEPPWeb.

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
- mail or courier the completed Agreement to SHEPP.

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

Using SHEPPWeb you can:

- Complete common pension administration functions online instead of using paper forms 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.

Guide to Officers and Users

Authorising Officer Responsibilities:

- read, understand and comply with the terms of the SHEPPWeb 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.



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

REGISTRATION PACKAGE

SHEPPWeb



Examples of an Authorising Officer:

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

Examples of an Administrative User:

- Payroll Officer;
- Benefits Coordinator, etc.

Administrative User Responsibilities:

- read, understand and comply with the terms of the **SHEPPWeb** Agreement;
- secure and protect your password and not share it with anyone;
- change your password at least once every 60 days and immediately if you suspect someone has learned it;
- lock your computer or log 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.

SHEPP is here to help

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

- online using the help feature built into **SHEPPWeb**;
- by phone at 306.751.8300 (in Regina) or toll free at 1.866.394.4440; or
- by email at sheppinfo@shepp.ca.

To contact the SHEPP Employer Services Officer:

- call 306.751.8334; or
- email [gdavidson@shepp.ca](mailto:g davidson@shepp.ca).