



# 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 the latest version of Google Chrome or Microsoft Edge.

### 2. Appoint an authorized officer

It is important to appoint an authorized 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** Employer Authorizing Officer form; and
- Appoint administrative users to work with **SHEPPweb**.

**People. Pensions. Results.**

### 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 Pension Adjustment (PA) calculator;
- Access the Employer Administration Manual; and
- Manage SHEPPweb Employer Portal access.

### 3. Sign the form and return it to SHEPP

Your authorizing officer must:

- Read and understand the terms and conditions of the **SHEPPweb** Employer Authorizing Officer form;
- Accept the terms and conditions and have the form signed by your employer; and
- Email the completed form to SHEPP.
- Once you have returned the completed form, SHEPP will contact you with your username and password.



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## Guide to Officers and Users

### Authorizing Officer Responsibilities:

- Read, understand and comply with the terms of the **SHEPPweb** Employer Authorizing Officer form;
- Designate as Administrative Users only those persons who administer SHEPP for your employer;
- Make sure Users read the online terms and conditions 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 unauthorized 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.

### Administrative User Responsibilities:

- Read, understand and comply with the terms of the **SHEPPweb** Employer Authorizing Officer form and online terms and conditions;
- 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 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 Authorizing 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
  - Devona Haynes 306.751.8343
- By email at [employerservices@shepp.ca](mailto:employerservices@shepp.ca).

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