

# HOW TO ACCESS EMPIRE LIFE GROUP ADMINISTRATOR PORTAL



**Are you always short on time? Does your task list seem endless?** More than 90% of our plan administrators are saving time by using the Group Administrator Portal to manage their day-to-day group benefits plan. It's an all-in-one solution that lets you instantly:

- Review and update all member information
- Add new employees
- Change employment status (terminate, reinstate, lay-off, etc.)
- Sign up for e-Billing & download your invoices in PDF or Excel-format
- Update coordination of benefits
- Edit member beneficiary information
- Update dependants information

The Group Administrator Portal has been designed to make your life easier.

**Get started now.**

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## Have you completed the registration form?

### No?

Complete the [group registration form](#) and send it to [group.administrator@empire.ca](mailto:group.administrator@empire.ca). We will create your portal account for you. You will receive an email with the subject '**Empire Life Plan Administrator online services**' once your account is ready. All you need to do is finish registering. Continue to the next page for step-by-step instructions.

### Yes?

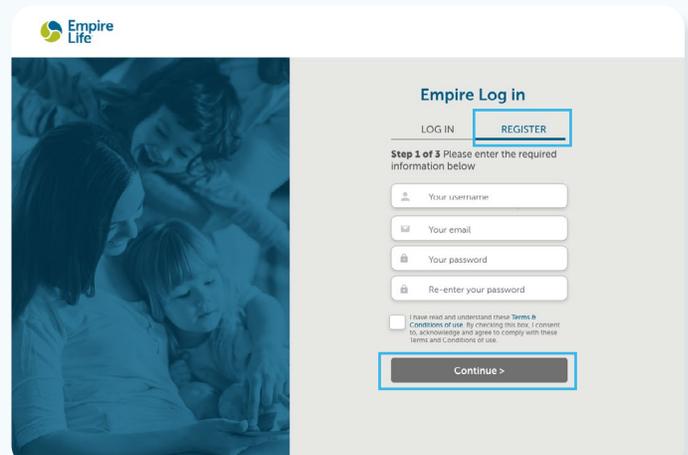
This means that your portal account has already been created for you before. All you need to do is finish registering. Continue to the next page for step-by-step instructions.

## 1 Setting your login details

Click this [link](#) and click Register

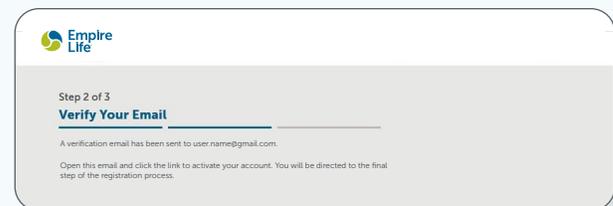
- Set your username
- Enter your email
- Re-enter your email
- Set your password
- Confirm your password
- Agree to the terms and conditions

After you've clicked Continue, you will receive an email to verify your email address.



## 2 Verify your login details

Open the email and click Verify my email address link. You will be redirected to Step 3/3.



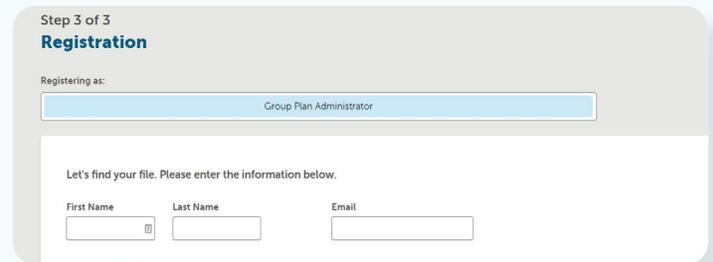
## 3 Finish Registration

Enter your onboarding details:

- First name
- Last name
- Verification code
- Group Number
- Email address

Please know that all fields are case-sensitive. All the details above are listed in the email that was sent by [group.administration@empire.ca](mailto:group.administration@empire.ca), when your account was first created, with the subject line '**Empire Life Plan Administrator online services**'.

Done! Once you click Continue, you will have immediate access to the Group Administrator Portal.



 If you need help, please call our customer service representatives at 1 800 267-0215 or email us at [group.administration@empire.ca](mailto:group.administration@empire.ca).

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