

Group Name	Group/Account Number(s)
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I authorize the following update to our Employer Portal Access:

Add secondary user(s) as described below*	Terminate an existing user*
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Update a current user’s access* (as described below)

Update Primary Administrator (if New, please sign Electronic Enrollment Terms & Conditions (page 3))

*Primary Administrators can make updates to secondary users within the Employer Portal directly by accessing the Admin tab from the Home page in lieu of this form.

Primary Administrator

- The Primary Administrator controls Portal access by unit and determines who and the level of access of a Secondary Administrator or a Broker may have.
- The Primary Administrator can assign secondary access via the Portal. These users cannot have more access than the Primary Administrator.
- The Primary Administrator’s access, can only be changed by Nippon Life Benefits customer service representatives. Nippon Life Benefits must be notified in writing by an officer of the Policyholder in order to change the Primary Client Administrator.

The Primary Client Administrator MUST be an employee of the Policyholder.

The Primary Administrator is provided with full access to Employer and Member Support Tools; however, all Users must Register. There is an authentication process to validate security, please wait for confirmation that you have been activated. This could take up to 3 business days to complete.

Nippon Life Benefits protects your members’ information. We allow *named individuals* to access the web based on your stated permission below. For security, only one named person should access using an email address/username. To have initial access, each named person below must register from www.nipponlifebenefits.com. When registering on the portal please make sure the Administrators use the name and email that is on the below information.

Online Payment Portal Access: Those identified have the authority to make premium payments and maintain banking/credit card information. Go to [http://www.NipponLifeBenefits.com/OnlinePay Info](http://www.NipponLifeBenefits.com/OnlinePayInfo) for information.

Full Access to the Web portal includes these features, the Primary Administrator will be provided the following:

- | | | | |
|---|---|--|---|
| • Forms ^{All} | • Premium Statements ¹ | • Eligibility List ² | • Member Eligibility details ² |
| • Add/Change/Term Members/Dependents ² | • Online Transaction History ² | • Print Temporary ID Card ² | • Plan Documents ² |

New Primary Client Administrator

Name		Full access and ability to add Secondary Users
Email		
Phone		
		Online Payment Portal permission

Secondary Client Administrator

Name		Premium Statements – 1 Online Eligibility capability view/edit -2
Email		
Phone		
		Online Payment Portal permission

Secondary Client Administrator

Name		Premium Statements – 1 Online Eligibility capability view/edit -2
Email		
Phone		
		Online Payment Portal permission

Terminate Access for:

Additional Notes:

Broker Access			
Brokers already using the Nippon Life Benefits web portal, will be granted access to this client based on this form's information without re-registering. Input current Username below. Access is established by the client/account number, to ensure members are added to the correct client/account. Brokers will see this client's account number(s) as a new Role upon activation.			
Primary Broker Administrator			
Broker already has a Username		Username:	
Name		Full access and ability to Add <i>and maintain</i> Secondary Broker Users from their own agency Premium Statement - 1 Online Eligibility capability view/edit - 2	
Agency Name			
Email			
Phone			
Secondary Broker Administrator			
Broker already has a Username		Username:	
Name		Premium Statement Access -1	
Agency			
Email		Online Eligibility capability view/edit -2	
Phone			
Secondary Broker Administrator			
Broker already has a Username		Username:	
Name		Premium Statement Access -1	
Agency			
Email		Online Eligibility capability view/edit -2	
Phone			

X _____

**Primary Client Administrator Signature or
Officer Signature if new Primary Administrator** **Title** **Date**

Return the form to Admin-info@nipponlifebenefits.com

New Users need to register:

1. Go to www.nipponlifebenefits.com, Click **Login/Register** tab on the top of the page.
2. **Create My Account.**
3. Follow the instructions on each page.

Helpful tools

- [Employer Portal How-To Videos](#)
- [How to register on Employer Portal for Clients](#)
- [How to register on the Employer Portal for Brokers](#)
- [Employer Portal Guide - Employer and Broker Online Premium Portal Information](#)

Policyholder Electronic Enrollment Terms and Conditions

You have elected to utilize electronic enrollment for your employees and their families. We agree to accept member/dependent enrollment and eligibility data (e.g. census) via electronic delivery.

The following conditions apply:

- Policy holder acknowledges that electronically submitted enrollment, eligibility, waiver, election or other data is not a guarantee of benefits or eligibility, and that all terms, provisions, conditions, limitations and exclusions shown in the certificate booklet and master policy will govern. Policyholder agrees to provide up-to-date and accurate census or other electronic enrollment, eligibility, waiver, election or other related data that will include all required and current member/dependent information and elections in a format approved by Nippon Life Benefits®. Nippon Life Insurance Company of America® relies upon the information submitted electronically being complete, accurate and up-to-date. PLEASE NOTE that the above information will only be accepted in census format for new enrollments, or for enrollment, eligibility, waiver, election and/or other related changes to existing members/dependents insured by Nippon Life Insurance Company of America. The changes should be easily identified.
- Policy holder agrees to make timely updates and correct errors according to Nippon Life Insurance Company of America's standard eligibility practices, i.e. eService, or to submit paper enrollment forms for each member/dependent who is being added, terminated or corrected. Policyholder agrees to maintain and retain copies (paper or electronic) of actual enrollment forms and waiver of coverage forms (and other necessary records) from each eligible employee/dependent to enable Nippon Life Insurance Company of America to determine the current classification, benefits, and termination data for each insured person.
- Policy holder agrees that all beneficiary designations must be maintained by the Policyholder and must be provided to Nippon Life Insurance Company of America. THE POLICYHOLDER HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS NIPPON LIFE INSURANCE COMPANY OF AMERICA AND ITS RESPECTIVE OFFICERS, DIRECTORS, AGENTS, ADVISERS AND REPRESENTATIVES, to the fullest extent permitted by law, against any and all losses, damages, liabilities, costs, charges, or claims arising out of or related to this Agreement or as a result of the Policyholder's breach, errors, and/or omissions in enrollment/eligibility/waiver/benefits or other required data submitted electronically. This provision shall survive the termination of this Agreement and continue in perpetuity.

Please carefully review your Nippon Life Insurance Company of America premium statement(s) produced after the enrollment, eligibility, waiver, election and/or other related information has been submitted. Please provide us with any updates or corrections to admin-info@nipponlifebenefits.com or 800-374-1835 ext. 43780 or via facsimile at 913-387-5920 within 30 days of the premium statement date.

Policy holder acknowledges, understands and agrees to the terms and conditions set forth in this Agreement. By signing below, the Policyholder represents that the undersigned is authorized to sign this Agreement and bind the Policyholder.

Group Name:

Policyholder Signature:

x

Date:

Title: