

Aviva EBConnect ID Request Form

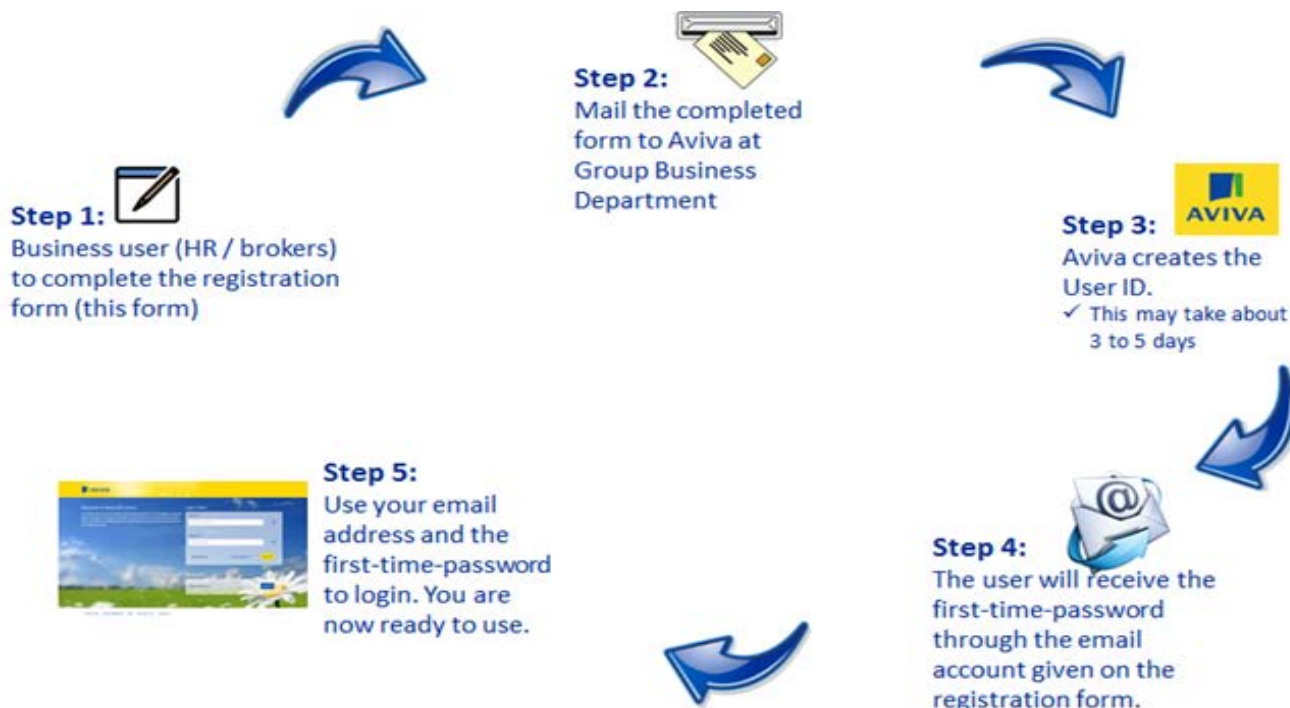
What is Aviva EBConnect?

Aviva EBConnect is our web portal for HR, brokers and advisors of Aviva Singapore's corporate plans to manage your company's and staff's enrolment and claim-related procedures easily, online, and anytime. Aviva EBConnect comes with the following features:

- Claims – Submit claims on behalf of the insured members, and view claims history for all types of claims
- Policy search – View plan entitlement summary and billing details
- Employee cover – View member's plan entitlement, balance entitlement, financial calculator and underwriting requirement
- Member search – short cut keys to work on a member on Claims, Letter of Guarantee and Edit Profile
- Reports – Useful reports are available for self-help: outstanding claims report, outpatient & inpatient utilisation report, top 10 providers, top 10 illnesses, underwriting listing and member listing.
- Help – FAQ, contacts information
- Find a clinic – locate the nearest GP panel clinic, if the policyholders have outpatient panel benefits
- Letter of Guarantee – issue Letter of Guarantee, if the policyholders are eligible for Letter of Guarantee facility.

Visit www.aviva.com.sg/ebconnect to begin!

Here are the easy steps to follow:



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IMPORTANT NOTES :

- ✚ Please allow **5 working days** for the activation of Aviva EBConnect ID.
- ✚ The User ID and Password will be sent to the email address(es) of the Users indicated below. **Please ensure that the email address is correct.**
- ✚ The **original copy** of this form **MUST be sent to Group Business, Attention to Aviva EBConnect Admin** > at the below address for audit purpose.
Aviva Ltd, Group Business
4 Shenton Way, #25-01 SGX Centre 2, Singapore 068807
- ✚ If it is an urgent request, you can send the form via email to **ebh_enquiries@aviva-asia.com** or fax to us at, **6321-7880** first before sending it to us.
- ✚ If you have more Users to register, please complete and sign additional Aviva EBConnect Request Forms, and append behind this cover-page.
- ✚ If you have any special instructions for us on the role creation for the Users, please print and attach behind the registration form and submit together to Aviva.

The use of "Aviva EBConnect" is subject to the "Term of Use" and "Privacy Policy" stipulated in Aviva Singapore website.

Company Name	Name (Authorised representative)
Company email address	Contact Number
Designation	NRIC
Date	Signature & Company Stamp

We hereby declare and agree as follows:

- a. We will be bound by the Terms of Use stipulated in the Aviva Singapore website;
- b. We acknowledge that the Users of Aviva EBConnect will have access to Personal Information (as defined in the Terms of Use) of customers, its employees and/or dependants. We shall accordingly ensure and undertake that the Users shall not use, process, download and/or disclose any Personal Information for any purpose other than as authorised by the Company and permitted by Aviva. We further undertake that we will be responsible and liable for the acts or omissions of the Users and/or our authorised representative in respect of the use of Aviva EBConnect and/or Personal Information which is inconsistent with this undertaking. This undertaking shall survive the termination or resignation of the Users and/or authorised representative;
- c. We will keep and maintain appropriate systems and controls to ensure confidentiality of Personal Information and that only the Users and/or our authorised representatives and no one else directly or indirectly will have access to the Personal Information;
- d. In the event a User leaves the Company, we will promptly inform Aviva to delete the User ID and Password by raising the Aviva EBConnect Request Form.

User Creation / Deletion section

Broker / Agent / Agency / Policyholder / HR Personnel					
No.	User Name	User Email Address	User Mobile No	User Role	Create or Delete ID
				*Please choose one of the following for each User to be created. B1: Broker / Advisor (Edit and View) B2: Broker/ Advisor (View Only) H1: Policyholder/HR Personnel (Edit and View) H2: Policyholder/HR Personnel (View)	*A Delete request is necessary when User has left the company *Please choose one of the following for each User to be created. C: for Create (New ID) D: for Delete (Existing ID)
01					
02					
03					
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