# Employer Portal e-Site



Aligning with our four pillars of service: Innovation, Integrity, Commitment and Excellence, we at InBenefits are pleased to launch e-Site - your NHRIPP on-line enrollment, remittance and information platform. Imagine the ease of having access to pension data from your desk whenever it's convenient for you!

## **Key Features**

e-Site functionality helps with all your pension administration needs. From enrolling new members, uploading remittances, reporting leaves and terminations, e-Site makes these activities quick and easy. In addition, it gives you secure access and the ability to perform queries on employer related data you need.

#### **Employees**

You will be able to view employee information such as mailing address, fund entry date, hire date and leave of absence information. A key feature is that you will be able to enroll employees directly into our system - no more paper forms!

#### **Agreements**

You will have access to view all Collective Agreement information we have for you as an employer, including prior agreements and historical rates. Other documents related to your Agreement if applicable will also be available under this feature.

#### Reports

A wide range of information, both employee and employer will be available to you. The following is a sample of some of these reports;

**Employer Contribution Detail** 

**Employer Contribution Summary** 

**Member Contribution Detail** 

**Member Contribution Summary** 

**Member Contribution Extract (Excel based report)** 

**Employee Roster** 

**Employee Leaves** 

**Receipt of Contributions** 

# **Remittances/Document Uploads**

You will have the ability to search all contributions you have submitted to the pension plan and view them. You will also be able to add remittances, submit 'nil' reports, forward payment information and even upload employee documents.

Search

View/Edit



If you currently send us an excel file for your remittances, **e-Site** will allow you to upload the file directly, review and submit. The security benefits of this form of communication are extremely important and much more convenient.

### **Employer Resources**

e-Site will support you with a User Guide and Pension Plan Information Manual.

We're ready to answer all your questions about e-Site. If you would like an information session about e-Site, we can make that happen too. Email us at



information@nhripp.ca with the subject line - e-Site.

e-Site supports the current versions of Chrome, Edge, Firefox and Safari.



Welcome to e-Site







# Setting up your access

Please contact InBenefits at our direct employer line 905-367-7001 to be set up for e-Site access.

# Signing In

Access to e-Site will be through the NHRIPP website link: www.nhripp.ca

It's as easy as that!

