

AG EB Online



SUPPORTER OF YOUR EMPLOYEES



AG EB Online

Move up to comfort

AG Employee Benefits
Trust in Expertise

Using your Digipass card reader for the first time?

To ensure that your AG EB Online experience is safe and secure, you will first need to activate your Digipass. To do so, enter the personal PIN code that will be sent to you under separate cover. You will be able to change the default PIN to one of your own choosing later. For more information about the activation process, see the User's Guide on the login page.

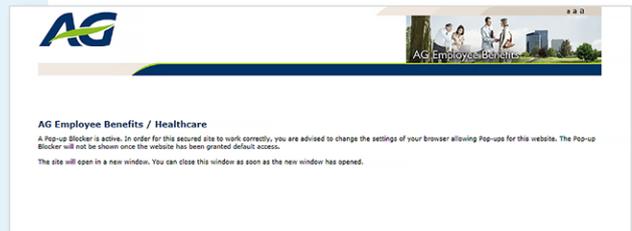
Login instructions

Go to www.agemployeebenefits.be, and select 'AG EB Online' on top of the page. Once you have activated your Digipass card reader, you will be able to log on to AG EB Online.

There are **three simple steps** to the login process:

- Step 1. Enter your **username** in the first field. Your username will be provided in the letter you receive together with your Digipass.
- Step 2. Turn on your Digipass and enter your **six-digit PIN code**. Your Digipass will then generate an eight-digit connection code.
- Step 3. Input this **connection code** in the third field and click 'login'.

AG EB Online is a secure website that uses **pop-ups** to display information in a new window. Your browser may have been set to block all pop-ups. To configure your browser to allow pop-ups, all you have to do is tick the option 'Always show pop-ups from this website'. Keep in mind that the exact pop-up may vary from browser to browser.



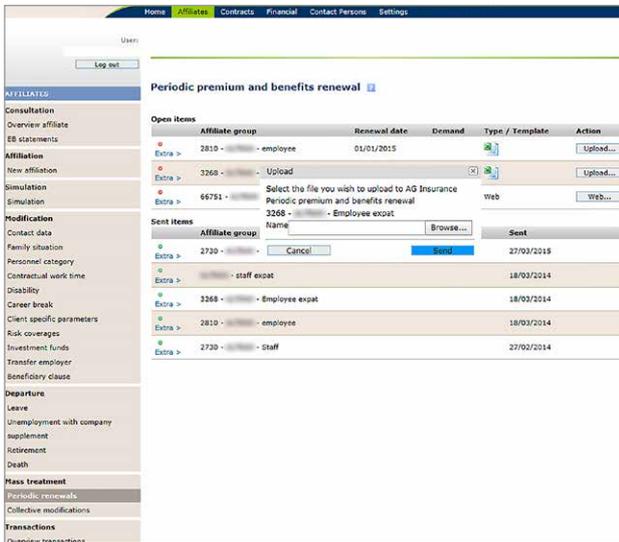
Homepage options

On the AG EB Online homepage, you can run a search query for a particular affiliate. From the menu bar at the top of the page, just select a new task.

Manage your affiliates

Click 'Affiliates' on the horizontal task bar located at the top of the page. A **user-friendly navigation menu** will open up on the left-hand side of the screen. Select the desired task to affiliate a new employee, modify existing data, report a departure, etc. All you have to do is enter the affiliate's name and you'll be up and running right away.

Take your time to explore the many features and options!

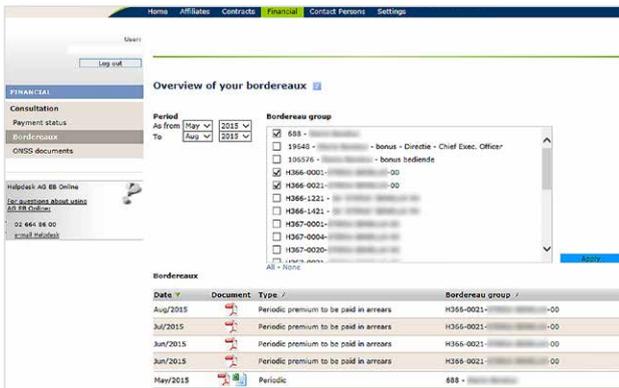
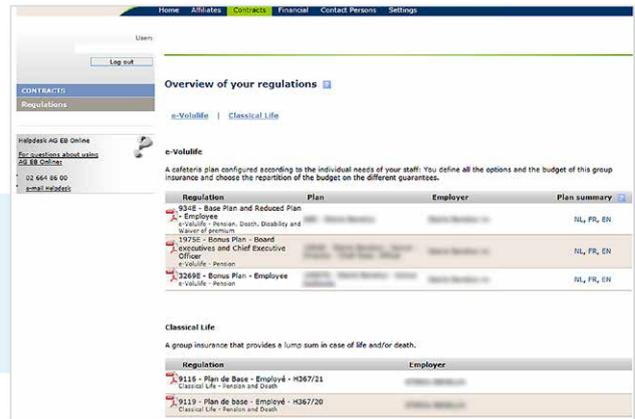


Periodic renewals

Via the 'Periodic renewals' task, you can, once a year, securely submit, **new salary and bonus information required** to recalculate the premiums and covers.

Check your contracts

Click on 'Contracts' for a complete overview of your contracts and agreements. You'll have immediate access to the latest versions, including any recently added addenda.

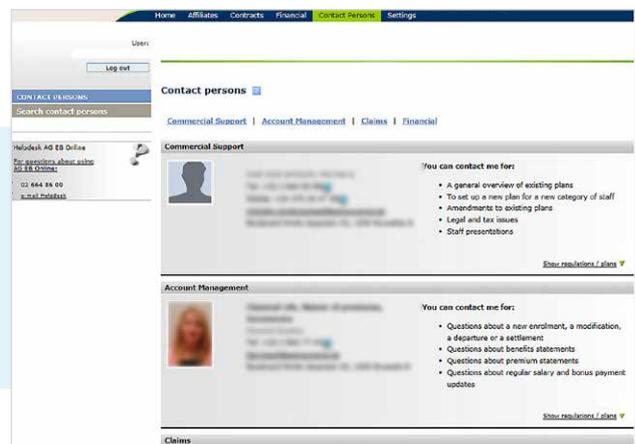


Consult your financial documents

Via the 'Financial' menu, you'll get an **overview of your financial documents**, such as your premium statements and RSZ/ONSS records. You can filter and customise your search results to quickly find exactly what you want. All documents are available in pdf format. Statements can also be downloaded as Excel [.xls] files.

Look up your contacts

From your your account manager to performs the day to day administration of your group plan, we're all standing by to assist you with our personalised recommendations. Looking for additional information, or need to exchange data with us? Under 'Contact Persons', you'll find the **complete contact details and responsibilities for all of your contacts** at AG Insurance.



Manage user access rights

Via 'Settings', you can check and modify **access privileges granted by the superuser as well as create new users**. Have you also given your broker access to your data on AG EB Online? Here you can check exactly what rights he has.

AG EB Online in a nutshell

With AG EB Online, **you can capture and retrieve all of your AG group plan information, all in a single user-friendly web application.**

Key advantages of AG EB Online:

- **Efficiency:** quick, immediate processing of all of your requests.
- **Transparency:** an easy way to check the current status of your requests.
- **Security:** data exchanged and viewed on a secure website.
- **Eco-friendliness:** less paper. All documents [benefits statements, slips, payment notices, etc.] are available online – no more cumbersome paper printouts.
- **Flexibility:** option to create different profiles with different access privileges.

Choosing AG EB Online means choosing more comfort.

Want to find out more about AG EB Online?

Contact us by phone, e-mail or mail:

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