

Pension Administration Bulletin

nshepp

NOVA SCOTIA HEALTH EMPLOYEES' PENSION PLAN

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A new NSHEPP.ca will be launching soon!

The NSHEPP is pleased to announce an important update to the nshepp.ca website where members, pensioners and employers can access information about the Nova Scotia Health Employees' Pension Plan. The new website will have a modern look and feel. It will also play an integral role in how our Employers and Facilities interact with the NSHEPP office.

Highlights of the new website

- Separate Employer Secure Site that will contain **all resources** needed to administer the pension plan
- Secure Mail to ensure that all confidential documents are sent and received in a secure manner
- **Electronic submission** for Enrollments, Notices of Termination, Death, Retirement, and Leave of Absence reporting
- Single sign on for access to:
 - Enroll new members and check participation details
 - Report event notifications (Terminations, Retirements, Deaths, Leaves of Absence)
 - The Data Processor for year-end data uploads
 - The Contribution Remittance System

Getting to know the new website

The new website is divided into two main sections:

1. **Public NSHEPP.ca site:** This section contains general information regarding the NSHEPP, divided into the categories below.



2. **Employer Secure Site**

The Employer Secure Site will be only accessible to Employer Contacts. It will be where confidential information is shared and tools are accessed. Soon you will receive emailed instructions of how to log-in to the Secure Site. We will also be providing step-by-step instructions on how the new processes work and short videos will be available regarding the different components of the site.

NSHEPP will be hosting a live online training session shortly after the website is launched (stay tuned!).

Watch your email for login instructions for the new website!