

## mPort Registration Form

(To be completed by User and Manager)

### Overview

The employer portal enables an employer to initiate and track the benefit claim process in the event of withdrawal, retirement or death of a member. There are **four levels** of access on the employer portal, namely: create, edit, view or authorise. The authorised individual/s will be provided with access details i.e. User Name and Password. It is imperative that the access details are treated with the utmost confidence. Should the access details be shared or compromised in any way, neither Momentum Retirement Administrators nor the Trustees will be held responsible for any such unauthorised use.

All transactions or changes made in mPort will **automatically** update the Momentum Retirement Administrators' administration system after submission. Neither Momentum Retirement Administrators nor the Trustees will be held liable for any loss or damage or expense, caused by the erroneous activation of any processes, transactions and/or changes on mPort by the employer.

### Applicant Details

<b>First Name:</b> _____
<b>Surname:</b> _____
<b>Employee No.:</b> _____ <b>ID No.:</b> _____
<b>E-mail:</b> _____
<b>Tel No.:</b> _____ <b>Cell No:</b> _____
<b>Physical Address:</b> _____ _____

### Manager Authorisation Details

I.....confirm that the above applicant is authorised to have access on mPort, for the following Employer group/s and access level

**Name of Fund:** \_\_\_\_\_

**Employer Name/s:** \_\_\_\_\_  
\_\_\_\_\_

Select the **level of access** required from the list below :

Create  
 Edit  
 View  
 Authorise

**Terms and Conditions****Access Codes**

The employer's authorised user/s will each be provided with the access details i.e. User Name and Password. The access details should be treated as confidential. Should access details be shared or compromised in any way, the employer shall indemnify Momentum Retirement Administrators and the Trustees of the \_\_\_\_\_ **(Full fund name)** against any action, claim, loss or damage caused directly or indirectly which may arise from such unauthorised use.

**Instructions**

The authorised user shall verify the correctness of the information and of the instruction prior to conducting transactions via mPort. It is important to understand that all transactions and changes will automatically update Momentum Retirement Administrators' administration system after submission. Where an authorised user has submitted erroneous information or an incorrect instruction on mPort, the employer shall indemnify Momentum Retirement Administrators and the Trustees of \_\_\_\_\_ **(Full fund name)** against any action, claim, loss or damage (whether direct, indirect, special or consequential) or expense which may arise and be attributable to the submission of such erroneous information and/or instruction.

**Transaction options****Notify claims**

This function will be used to submit withdrawal, retirement or death claims. The authorised user shall verify the withdrawing member's personal details prior to submission thereof.

By signing this page you confirm that you have read, understood and agree to these **terms and conditions** pertaining to the Employer Representatives' use of mPort.

**I accept the terms and conditions:**

**Applicant:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_ Date : \_\_\_\_\_

**Manager:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_ Date : \_\_\_\_\_