Supporter of your employees

AG EB Online

Move up to comfort

AG Employee Benefits
Trust in Expertise

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**.
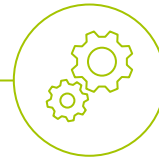
Efficiency: quick, immediate processing of all of your requests.

Transparency: an easy way to check the current status of your requests.

Security: data exchanged and viewed on a secure website.

Flexibility: option to create different profiles with different access privileges.

> **Choosing AG EB Online means choosing more comfort.**

How to register on AG EB Online?

Please have the two emails containing your registration details at hand. You will need them to follow the registration procedure below.

Download an authenticator app

Download an authenticator app (such as Microsoft Authenticator) on your smartphone. Depending on your device, go to the Google Play Store or Apple Store.

Register your account on the authenticator app

- Open the authenticator app and follow the instructions to set up your account.
- Click on the registration link provided in one of the two emails.
- Enter your username and activation code provided in the other email that we have sent.
- Use the authenticator app to scan the QR code
- Enter the 6-digit verification code generated by the app to complete the registration.
- Select a 6-digit PIN, which you'll use for future logins

How to log in on AG EB Online?

Go to www.agemployeebenefits.be and click on the green button 'AG EB Online' at the top. You can log in using an authenticator app or via SMS.

Log in via an authenticator app

1. Enter your username and PIN.
2. Open your authenticator app to retrieve the current verification code.
3. Enter the 6-digit code on AG EB Online to generate a unique verification code.

Log in via SMS

1. Enter your username and mobile phone number.
2. Enter the code that you received via SMS.

Don't have this option?

Ask your contact person for AG EB Online to update your profile via '*Settings* ❯ *Users* ❯ *Modify*'. There, the 'authentication via SMS' option can be enabled.

Or contact the Helpdesk AG EB Online using the contact details at the end of the brochure.

Using AG EB Online

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.
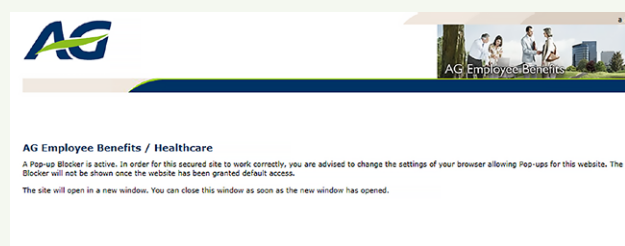
Homepage options

This is where you'll find the necessary contact details, all kinds of useful information about the platform, and important milestones and life events for your staff members and your company. It also contains handy links to MyAG Employee Benefits, AG EB Academy and the EB Minute newsletters.


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.

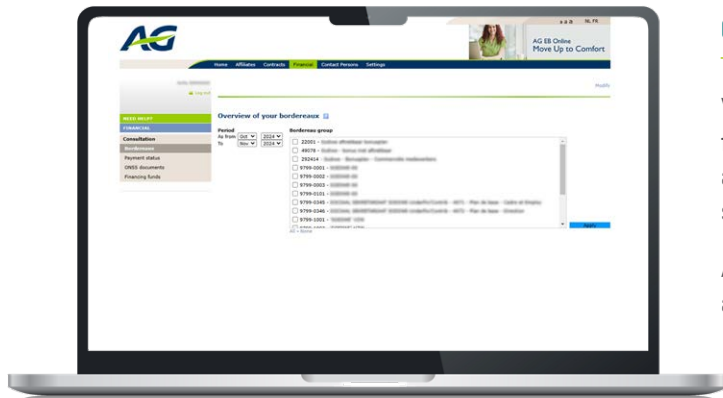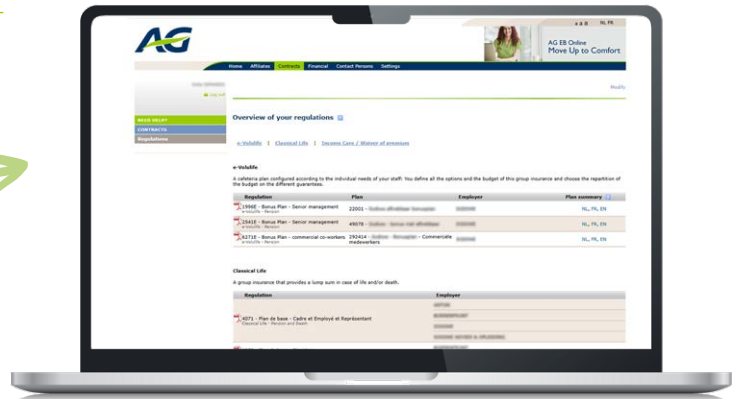Take your time to explore the many features and options!
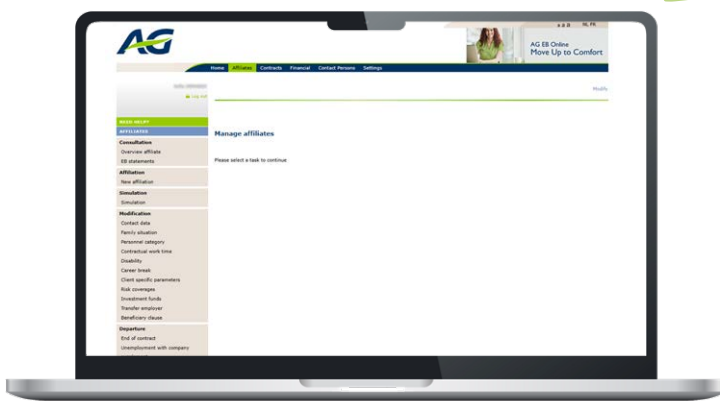
Yearly renewals

Via the 'New salaries/premiums/bonus' task, you can, once a year, securely submit, **new salary and bonus information** required to recalculate the premiums and covers.
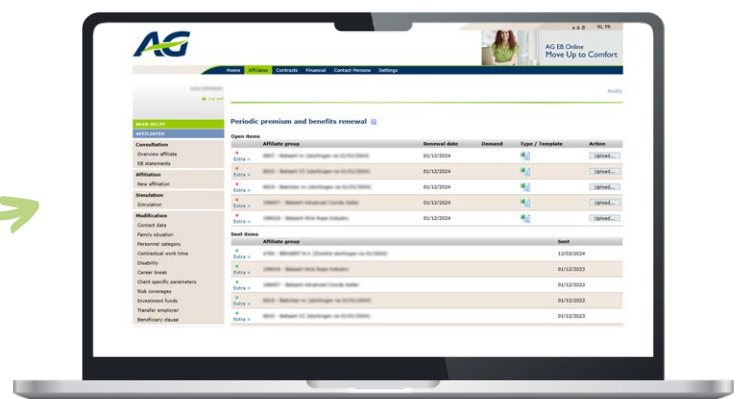
Check your contracts

Click on 'Contracts' at the top for a **detailed overview** of your contracts, agreements, and any attachments.

## 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 account manager to your plan administrator who performss day to day administration of your group plan, personalised recommendations are always available.

If you need additional information or wish to exchange data, the 'Contact Persons' section provides the complete **contact details and responsibilities for all your contacts at AG**.
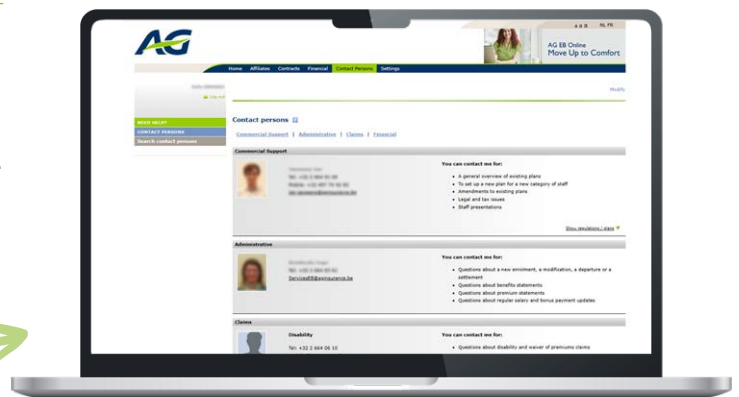
Manage user access rights

Are you a superuser? If so, you can view and adjust the access rights of the other users via '**Settings**'.

Want to find out more about AG EB Online?

Contact us by phone, e-mail or mail:

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