



**State of Louisiana
Office of Group Benefits**

**Designation of Agency Master User
For The Office of Group Benefits Website Access**

The Office of Group Benefits (OGB) requires that each participating agency designate a Master User annually. This individual will be solely responsible for assuring that the participating agency's use of the OGB online processes conforms to the following Terms of Use:

1. The designation of an Agency Master User form (GB-75) must be submitted annually to the Office of Group Benefits (OGB) each January, and must be received at OGB no later than January 31st. An Agency Master User designation must be resubmitted whenever the Master User changes during the course of the year.
2. The official form to submit is the **Designation of Agency Master User**, form number **GB-75**, which can be found on OGB's website at <https://www.groupbenefits.org>, by clicking on "OGB Forms" from the Agency Main Page.
3. Failure to submit a Designation of Agency Master User form to OGB will result in login privileges for agency being temporarily revoked. Login privileges will be restored whenever OGB receives a signed and dated GB-75 form.
4. The Agency Master User is responsible for the creation, activation, deactivation and maintenance of all agency sub-user login accounts. Any employee of the participating agency that terminates employment with the agency must have all login access to OGB's website revoked immediately.
5. Use of electronic processes will conform to the instructions provided by OGB, in the Website Users Manual, as well as all other instructions, policies and procedures made known to the Agency Master User by OGB.
6. Access to, use, and/or disclosure of information via website processes will be limited to the **minimum necessary** to accomplish a required task directly related to participation in OGB plans.
7. All participating agency designated users must be properly trained regarding these Terms of Use and all applicable instructions, policies and procedures, pertaining to electronic processes before access is permitted.
8. OGB may restrict, suspend, or terminate access to its website of any user, if OGB determines that there has been a violation of any of the Terms of Use, or that it is otherwise appropriate in order to maintain the confidentiality, integrity, and availability of OGB enrollment data.

Form GB-75 continued on next page



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By mail: Office of Group Benefits
Attention: Eligibility/Enrollment Help Desk
P.O. Box 44036
Baton Rouge, LA 70804-4036

By fax: (225) 342-9917
Attention: Eligibility/Enrollment Help Desk

Failure to submit a *Designation of Agency Master User* form to OGB will result in login privileges for agency being temporarily revoked. Login privileges will be restored whenever OGB receives a signed and dated GB-75 form.

Participating Agency Name

Participating Agency Number

OGB Master User's Name

Job Title

Mailing Address

Physical Address

Telephone Number

Fax Number

Email Address

Signature of OGB Agency Benefits Coordinator

Date Signed

Printed Name of OGB Agency Benefits Coordinator