



State of Louisiana Office of Group Benefits

Designation of Master User for OGB Website Access

The Office of Group Benefits (OGB) requires that each participating agency designate a Master User at least 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 and any other written agreements between OGB and the participating agency:

1. The *Designation of an Agency Master User* form (GB-75) **MUST** be submitted annually to the OGB each January, and must be received at OGB no later than January 31st. An Agency Master User designation must also be submitted as soon as possible when a user changes, but no later than 10 business days after such change.
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 info.groupbenefits.org, by clicking on Resources>Forms>Agency.
3. Failure to submit a *Designation of Agency Master User* form to OGB each January, or otherwise to timely submit the form, will result in login privileges to the OGB secure website for the agency being **revoked**. Login privileges will be restored whenever OGB receives a fully executed and current GB-75 form.
4. The Agency Master User is responsible for the creation, activation, deactivation and maintenance of all agency sub-user login accounts and for the actions of such sub-users involving the OGB website and information obtained therefrom. Any employee of the participating agency, or other user of the OGB secure website allowed by the agency, that terminates employment or service with the agency, or who otherwise has no business need to access the OGB secure website, must have all login or other access to OGB's website revoked immediately.
5. Use of electronic processes will conform to the instructions provided by OGB, as well as all other instructions, policies and procedures made known to the Agency Master Users by OGB and any other written agreements between OGB and the participating agency.
6. Access to, use, and/or disclosure of information via website processes is prohibited except to the minimum extent necessary to accomplish a required task directly related to participation in OGB plans.
7. All participating agency designated users and sub-users must be properly trained regarding compliance to these Terms of Use, including but not limited to HIPAA compliance and all applicable instructions, policies and procedures, pertaining to electronic processes and access to protected health information, before access is permitted.
8. OGB may restrict, suspend, or terminate access to its website or plan member information for any user, or sub-user, if OGB determines that there has been a violation, suspected violation or attempted violation of any of the Terms of Use, HIPAA privacy and security regulations, or OGB policies and procedures, or that it is otherwise appropriate in order to maintain the confidentiality or integrity of OGB plan participant protected 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

By email: ogb.help@la.gov

Failure to timely submit a *Designation of Agency Master User* form to OGB will result in login privileges to the OGB secure website for the agency being **revoked**. Login privileges will be restored whenever OGB receives a fully executed and current GB-75 form.

Participating Agency Name

Participating Agency Number

Master User's Name

Job Title

Mailing Address

Physical Address

Telephone Number

Fax Number

Email Address

Signature of Agency Head/Director

Date Signed

Printed Name of Agency Head/Director

Email Address of Agency Head/Director

Printed Name of Agency Undersecretary/Chief Financial Officer

Email Address of Agency Undersecretary/Chief Financial Officer