

Appointment of Administrator and Hold Harmless Agreement



POLICYHOLDER		ONLINE ADVANTAGE USER ID (if applicable)	POLICY NO.
ADMINISTRATOR		ADMINISTRATOR CONTACT	
ADMINISTRATOR ADDRESS			
ADMINISTRATOR PHONE NO		ADMINISTRATOR EMAIL	

- The above-indicated Administrator (“Administrator”) is hereby appointed by the undersigned Policyholder for the purpose of performing certain administrative functions (“Services”) in connection with the policy issued by Union Security Insurance Company (“Company”).
- Such Services shall include:
 - Collecting/remitting premium
 - Eligibility/Terminations/Additions/Change forms via Online Advantage (Does not apply to third parties handling premiums).
 - Eligibility/Terminations/Additions/Change Forms via email, fax or mail.
 - Withholding TPA allowances or commissions from the Policyholder
Please list TPA allowance, if applicable _____
- The Policyholder agrees to hold Company harmless from and against any cause of action, loss or damage, fines, penalties, including attorneys’ fees and court costs arising from the Services or incurred by reason of any action or inaction by the Administrator in connection with the administration of the Policy or the Services provided to the Policyholder by Administrator under this Agreement.
- Administrator shall not collect or remit premium (unless indicated above), process claims for Policyholder or withhold administrative fees or commissions from Policyholder. Administrator agrees that in the event the Services performed under this Agreement change, it shall notify Company immediately, obtain any and all required licenses and cooperate with Company in satisfying all regulatory obligations.
- Company may contact the Policyholder directly on any matters relating to the administration of the Policy.
- The Policyholder agrees that the Administrator is its agent and not the agent of Company.
- Company will operate in a manner consistent with this Agreement until informed otherwise, in writing, by the Policyholder.
- Company may, from time to time, disclose certain information that it considers confidential. This confidential information can include any customer or consumer personal or health information as may be defined by applicable privacy laws or regulations (“Confidential Information”). Administrator agrees to use the Confidential Information only for the purposes for which it was disclosed and not to further disseminate or disclose this Confidential Information to other third parties without written approval from the Company or as otherwise required by law, unless such disclosure is necessary for Administrator to meet its contractual obligations and the receiving party is similarly bound by the same privacy standards in its handling of Confidential Information. Further, Administrator agrees, where legally required, to comply with all applicable privacy laws, including, but not limited to, 1) The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 2) the Gramm-Leach-Bliley Act (“GLB”), 3) any and all applicable state privacy laws, and 4) any relevant regulations promulgated in conjunction with applicable privacy laws. Administrator agrees to cooperate with Company to ensure its privacy compliance and to establish and maintain procedures reasonably designed to assure the security of all Confidential Information.
- In conjunction with this Agreement, Administrator agrees to execute and comply with Company’s Business Associate Agreement, which is incorporated herein by reference.

_____ POLICYHOLDER OFFICIAL	_____ TITLE	_____ DATE
_____ ADMINISTRATOR	_____ TITLE	_____ DATE

Insurance products are underwritten by Union Security Insurance Company (Kansas City, MO) and administered by Sun Life Assurance Company of Canada (Wellesley Hills, MA).

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