INSULATORS LOCAL NO. 23 BENEFIT FUNDS
BENEFIT FUND PORTAL REGISTRATION GUIDE

This document provides members of the Insulators Local No. 23 Benefit Funds (the "Funds") with instructions on how to register with Local 23's Benefit Fund Portal.

The Benefit Fund Portal is intended to provide members of Local 23 the ability to securely view the information the fund office has on record for you, including recent employer contributions.

Before you can access the Benefit Fund Portal you must first register with the Portal online.

REGISTER

Begin the registration process by navigating to the Benefit Fund Portal.

Visit the Insulators Local 23 website at www.insulatorslocal23.org and select the **Contact Us** link.
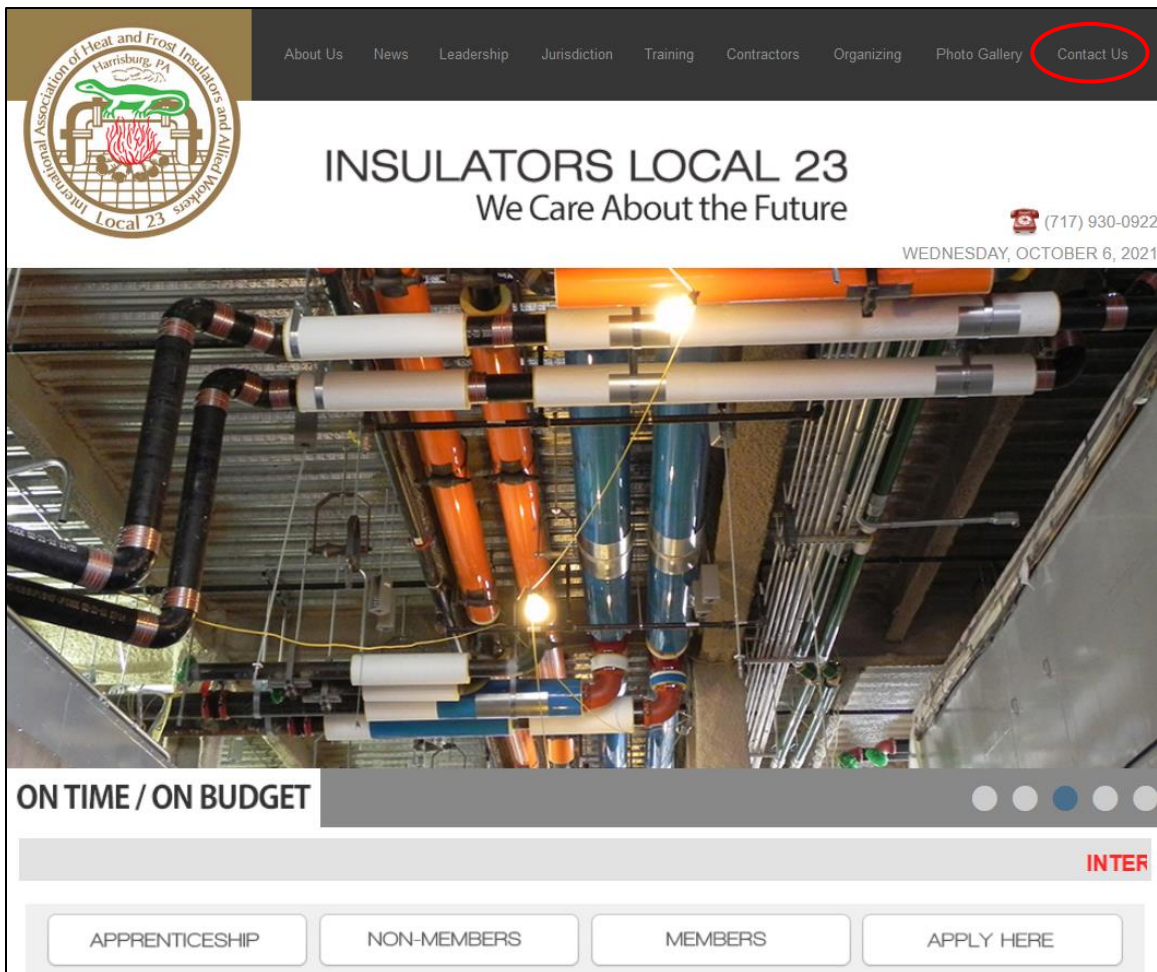
The **Contact Us** link will present a page with a link to the Benefit Fund Portal.

Within the Benefit Fund Portal section of the screen,
- Click on the User Registration Guide link to download a copy of this document
- Select the link to https://members.insulators23fund.org to visit the Benefit Fund Portal

> Member Benefit Fund Portal
> User Registration Guide (PDF download)
> Portal Website: https://members.insulators23fund.org

The following screen will be presented:

Before you can Login, you must first **Register** for portal access.

Click on the **Register** link (see the arrow above.) You will then be presented the following screen.

1. Enter your "Desired Username". This should be a user name you can easily remember.

    - Please note if the user name you request has already been reserved by another member, you will be prompted to select another username.

2. Enter your "Benefit Fund ID". This is the unique ID number provided to you in the mail by Local 23.

3. Enter your Social Security Number. We use your SSN in combination with the Benefit Fund ID to confirm your identity. This is the only time the Benefit Fund Portal will request your SSN.

4. Enter your email address. You <u>must</u> have an email address to register for the Portal.

5. Click on the "**Register**" button.

6. A successful registration will be confirmed via the screen below and a temporary password will be emailed to you.
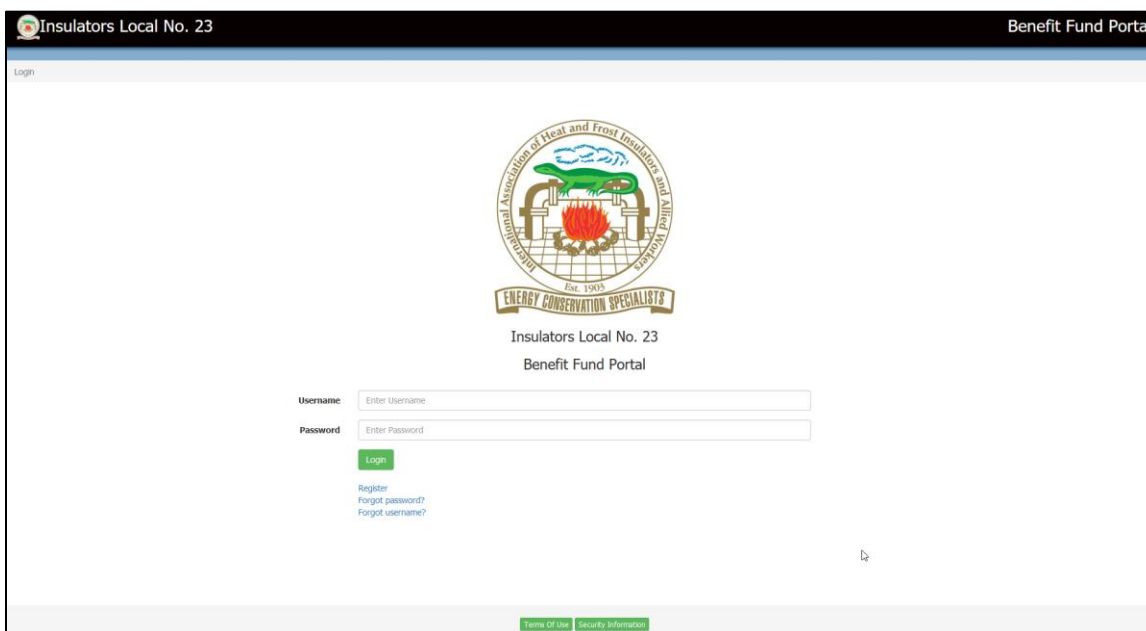
LOGIN

Once you have received your temporary password, you can proceed with the Login process.

Enter your **Username**.

Enter the Username you selected during registration.

Enter your **Password**.

Enter the temporary Password supplied to you in the email.

Click on the **Login** button.

The first page presented to you requires you to create a Password unique to you.

Change your **Password**.

- Do not use passwords such as family names, street names, pet names and birthdays, which are easily guessed.
- It is better to construct a password by combining randomly selected letters and numbers. If a string of random letters and numbers is difficult to remember, try using two unrelated words combined with a number (for example, two3four).
- It is recommended that you change your password every 30 days.
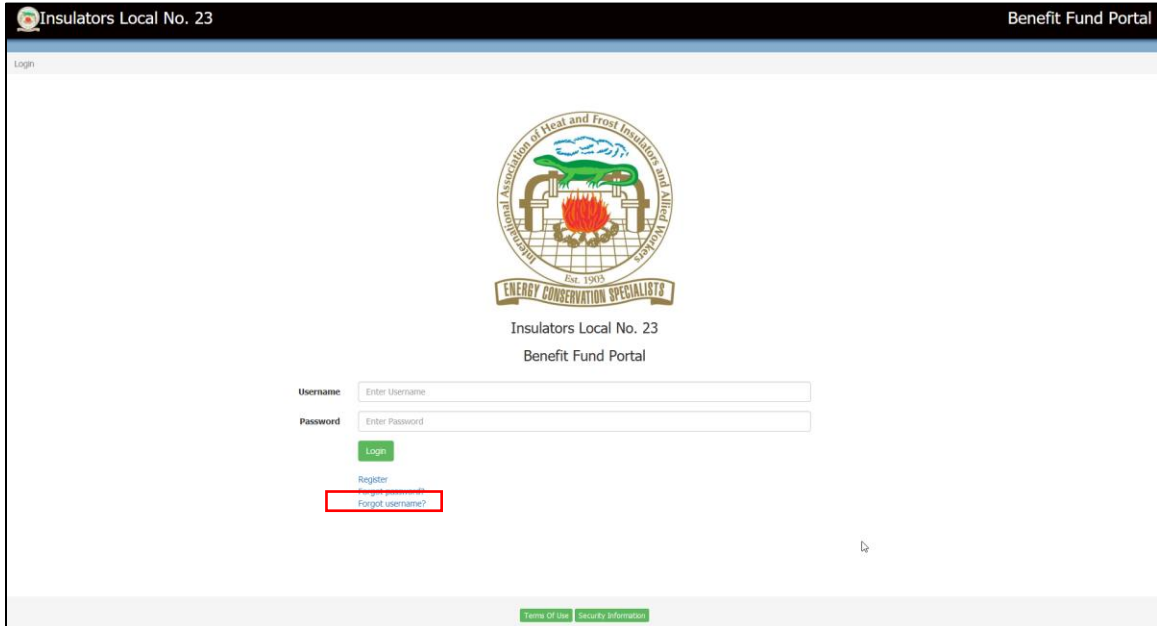
View your Online Account Information.

You can now view your family information, recent work history, and account balances.

Once you are in the Benefit Fund Portal, a User Guide is available as a downloadable PDF by clicking on the "**User Guide**" link at the top of the **Member Details** page.
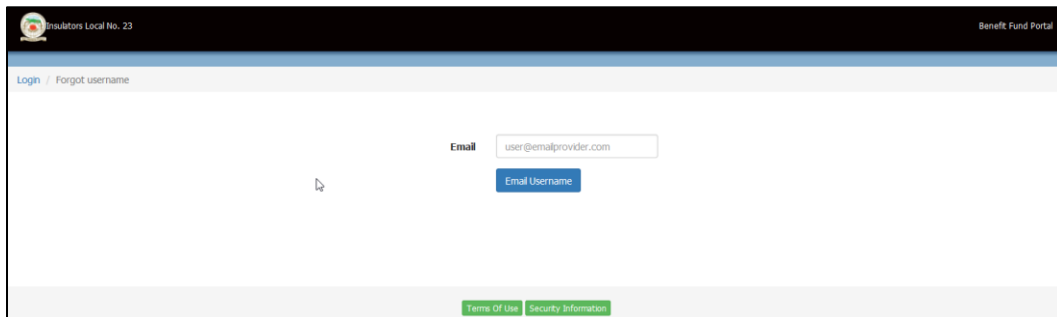
LOSS OF USERNAME, PASSWORD OR BENEFIT FUND ID,

1. Username

If you forget or lose your Username, click on the "**Forgot username?**" link on the Login screen.

You will be presented the screen below:

Enter your email address and click on the "**Email Username**" button.

The system will return you to the **Login** screen.
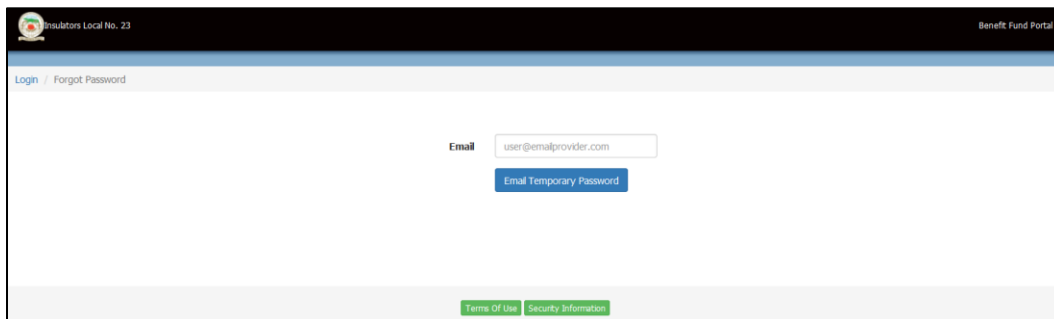
Within a few minutes, you will receive an email with your Username. Follow the instructions presented in the **LOGIN** section above.

2. Password

If you forget or lose your Password, click on the "**Forgot password?**" link on the Login screen.

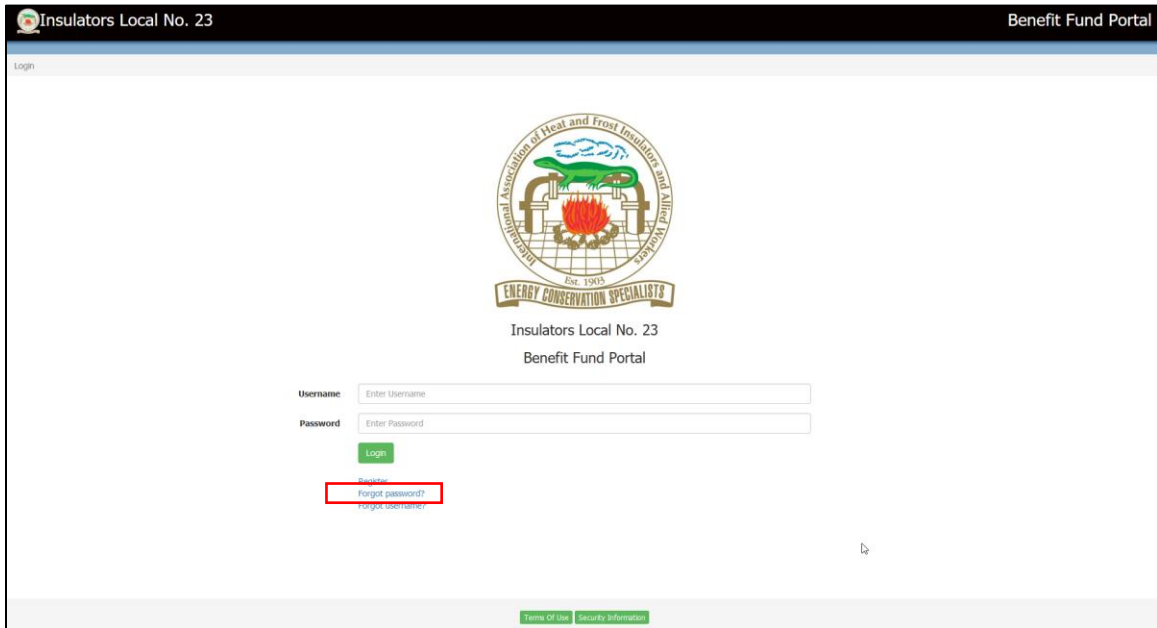You will be presented the screen below:

Enter your email address and click on the "**Email Temporary Password**" button.

The system will return you to the **Login** screen.

Within a few minutes, you will receive an email with your new temporary password. The Benefit Fund Portal will require you to create a new password. If necessary, follow the instructions presented in the **LOGIN** section above.

3. Benefit Fund ID

If you lose your Benefit Fund ID, you must call the Fund office to recover it.

Call (717) 930-0922 - Option 6

Once you have your Benefit Fund ID, return to page 2 of this guide and proceed with the Registration process.

SECURITY PRECAUTIONS:

Local 23 encourages the use of the following precautions as a means of preventing unauthorized access of your computer.

INSTALL PRIVACY PROTECTION SOFTWARE ON YOUR COMPUTER:
Install readily available software which protects your computer from viruses, hackers, spyware, and other intrusive threats to your privacy. An Internet keyword search for "spyware and virus protection" will yield a variety of software products available for this purpose.

PROTECT YOUR USER ID AND PASSWORD:
Anyone to whom you give your access information could access your account information and account balances without your knowledge and authorization. You are responsible for protecting the confidentiality of your Username and Password. The Local cannot take responsibility for account access resulting from your failure to protect your access information.

USE A SCREEN SAVER:
Most computers can be configured to activate a screen saver that pops up after a few minutes of inactivity. The screen saver hides the information on your screen from others while you are away from your computer. You can configure most screen savers to ask the user for a password before gaining access to the computer.

OTHER IMPORTANT NOTES:
Some Web browsers and third-party software provide the option to automatically remember your Username and Password. Please take care in using these features as stored passwords can be used by anyone with access to your computer.

Public access to the Internet is offered in many libraries, airports, copy centers and cafes. We discourage you from accessing the Benefit Fund Portal through a public computer.