



Central Midwest Regional Council of Carpenters' Welfare Fund

P.O. Box 1257, Troy, MI 48099
(800) 700-6756

Enhanced Member Benefit Website
CMRCCBenefits.org

Dear Member:

The Trustees of the Central Midwest Regional Council of Carpenters' Benefit Funds are pleased to announce a new combined member benefit website, CMRCCBenefits.org. This website has been fully updated to provide you with an effective way to access and manage your benefits.

The Website enables you to access benefit and personal information as well as communicate with the Benefit office and view helpful links regarding your benefits provided by the Plan.

To access your personal benefit information, such as your benefit elections, work history detail, and forms, you will need to register as a new user by clicking the *Create an Account* link at the top right-hand corner in the Login box. More detailed instructions are shown on the back of this letter. Once you are registered, you can access your personal benefit information by entering your ***User Name*** and ***Password*** (please keep these confidential). **Please note, only one *User Name* and *Password* is permitted per email address. If more than one person in your family requires website access, each must use a different email address.**

Every member, spouse, and dependent over the age of 18 will need to create their own login that will give them access to their own Protected Health Information (PHI). Each person that creates their own username and password will not have their PHI available for viewing by any other user.

Please contact the Benefit Office at (800) 700-6756 ext. 4 if you encounter any difficulty logging in or have questions regarding the Member Benefit website. You can also email the Benefit Office directly by using the "Contact Us" section of the website.

Please visit the enhanced Member Benefit website soon and see all that it has to offer!

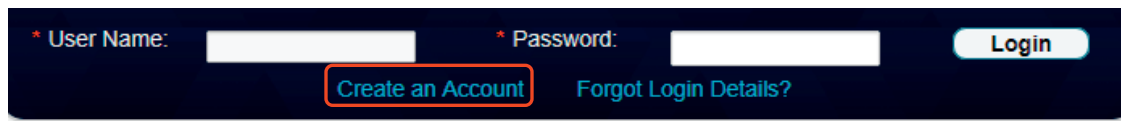
Board of Trustees,

Central Midwest Regional Council of Carpenters'
Fringe Benefit Funds

HOW TO REGISTER ON THE WEBSITE

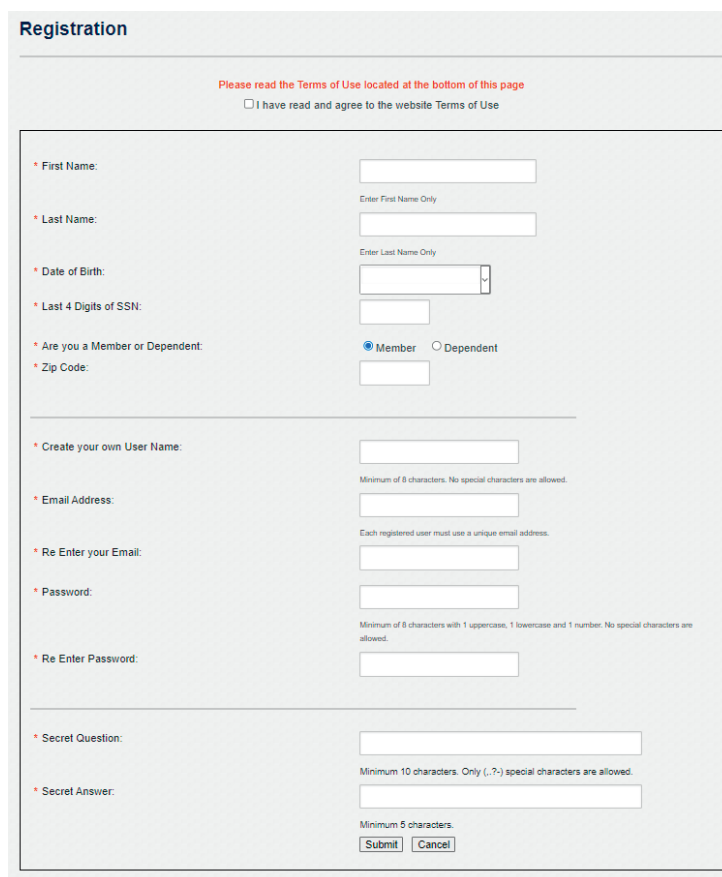
When registering for the first time, please follow these instructions:

- 1) From your computer or mobile device, connect to the CMRCCbenefits.org website.
- 2) Locate the Login box in the upper right-hand corner of the screen.
- 3) Click on “Create an Account” to get started.



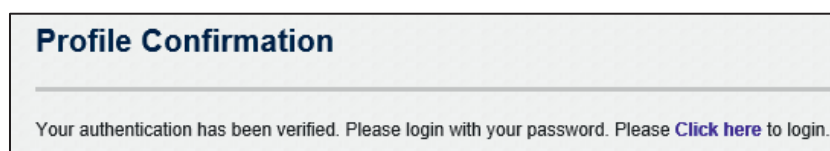
A dark blue horizontal bar containing login and registration options. On the left, there is a label '* User Name:' followed by a white text input field. To its right is a label '* Password:' followed by another white text input field. On the far right is a white button with the text 'Login'. Below the 'User Name' field is a blue button with a white border and the text 'Create an Account'. To the right of this button is a blue link that says 'Forgot Login Details?'.

- 4) The Registration Screen will display next. Please enter all information, as all fields are required. Once all information has been entered, please click “Submit” on the bottom of the screen.



The registration form is titled 'Registration' in bold blue text at the top left. Below the title is a red text prompt: 'Please read the Terms of Use located at the bottom of this page'. Underneath this is a checkbox with the text 'I have read and agree to the website Terms of Use'. The form is divided into two main sections by a horizontal line. The first section contains fields for: '* First Name:' (with a text input and a small instruction 'Enter First Name Only'), '* Last Name:' (with a text input and a small instruction 'Enter Last Name Only'), '* Date of Birth:' (with a date picker), '* Last 4 Digits of SSN:' (with a text input), '* Are you a Member or Dependent:' (with radio buttons for 'Member' and 'Dependent'), and '* Zip Code:' (with a text input). The second section contains fields for: '* Create your own User Name:' (with a text input and a small instruction 'Minimum of 8 characters. No special characters are allowed.'), '* Email Address:' (with a text input and a small instruction 'Each registered user must use a unique email address.'), '* Re Enter your Email:' (with a text input), '* Password:' (with a text input and a small instruction 'Minimum of 8 characters with 1 uppercase, 1 lowercase and 1 number. No special characters are allowed.'), and '* Re Enter Password:' (with a text input). At the bottom of the form are fields for '* Secret Question:' (with a text input and a small instruction 'Minimum 10 characters. Only (. ? -) special characters are allowed.') and '* Secret Answer:' (with a text input and a small instruction 'Minimum 5 characters.'). At the very bottom are two buttons: 'Submit' and 'Cancel'.

- 5) After registering you will receive an email notification with a link to confirm your registration. Your email address will also be used in the event you forget your username and password.



A light gray rectangular box with a thin black border. At the top, the text 'Profile Confirmation' is written in bold blue font. Below this, a horizontal line separates the header from the main message. The message reads: 'Your authentication has been verified. Please login with your password. Please [Click here](#) to login.'