

San Francisco Culinary, Bartenders & Service Employees Trust Funds  
P.O. Box 2030  
San Ramon, CA 94583  
(844) 492-9157  
Website: [www.SFCulinaryBenefits.org](http://www.SFCulinaryBenefits.org)

**Enhanced Member Benefit Website**  
[www.SFCulinaryBenefits.org](http://www.SFCulinaryBenefits.org)

Dear Member:

The Trustees of the San Francisco Culinary, Bartenders & Service Employees Trust Funds are pleased to announce a new enhanced member benefit website, [www.SFCulinaryBenefits.org](http://www.SFCulinaryBenefits.org). This website has been fully updated to provide you with a more effective way to access and manage your benefits.

The website enables you to obtain basic benefit information about the Plan, review answers to frequently asked questions, access your personal benefit information, and communicate with the Benefit Office via e-mail. You can also find helpful links regarding benefits provided by the Plan.

To access your personal benefit information, such as your benefit elections, work history detail, forms, and Plan documents, you 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*, so 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 844-492-9157 if you encounter any difficulty logging in, or if you have any 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!

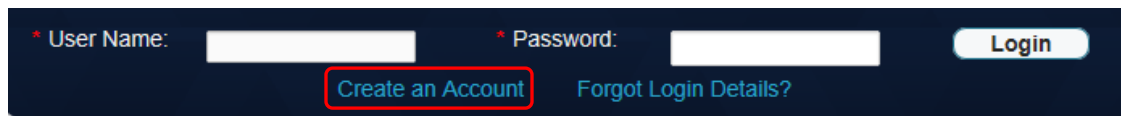
Board of Trustees,

San Francisco Culinary, Bartenders & Service Employees Trust Funds

## HOW TO REGISTER ON THE WEBSITE

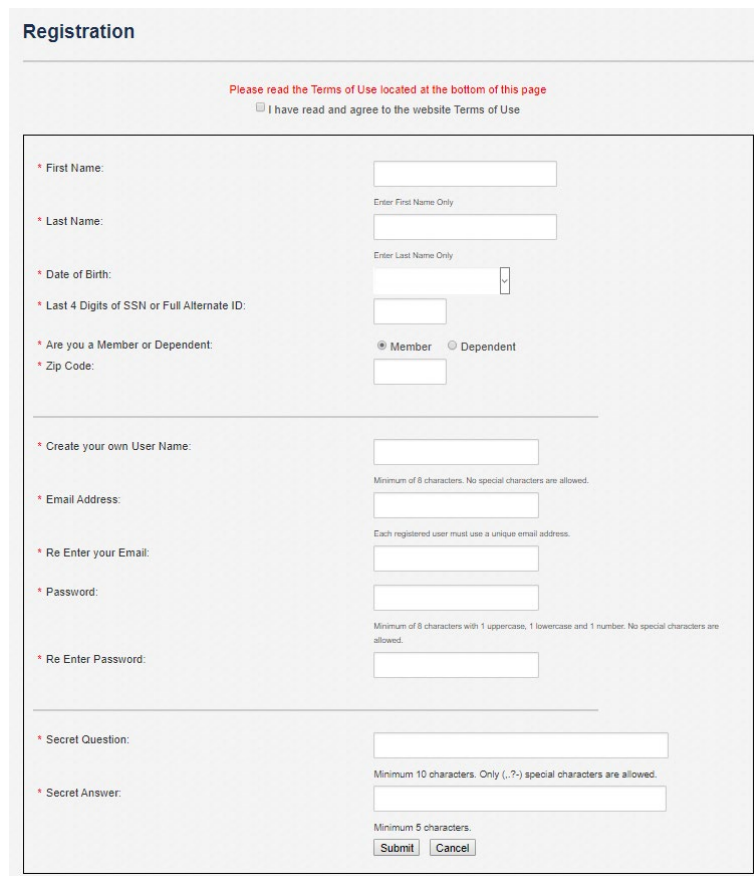
When registering for the first time, please follow these instructions:

- 1) From your computer or mobile device, connect to the website listed on the front page of this letter.
- 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 header bar with white text. It contains fields for "User Name:" and "Password:", a "Login" button, a "Create an Account" button (highlighted with a red box), and a "Forgot Login Details?" link.

\* User Name:  \* Password:  [Login](#)  
[Create an Account](#) [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.

A registration form titled "Registration". It includes a link to the Terms of Use, a checkbox for agreement, and various input fields for personal information, contact details, and account creation. The form is divided into two main sections by a horizontal line.

**Registration**

Please read the [Terms of Use](#) located at the bottom of this page  
☐ I have read and agree to the website Terms of Use

\* First Name:   
Enter First Name Only

\* Last Name:   
Enter Last Name Only

\* Date of Birth:

\* Last 4 Digits of SSN or Full Alternate ID:

\* Are you a Member or Dependent: ☒ Member ☐ Dependent

\* Zip Code:

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\* Create your own User Name:   
Minimum of 8 characters. No special characters are allowed.

\* Email Address:   
Each registered user must use a unique email address.

\* Re Enter your Email:

\* Password:   
Minimum of 8 characters with 1 uppercase, 1 lowercase and 1 number. No special characters are allowed.

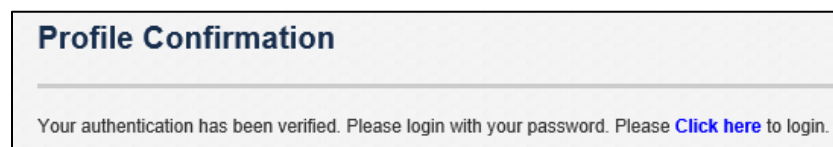
\* Re Enter Password:

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\* Secret Question:   
Minimum 10 characters. Only (.,?;) special characters are allowed.

\* Secret Answer:   
Minimum 5 characters.

- 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 box titled "Profile Confirmation" with a message stating that authentication has been verified and providing a link to login.

**Profile Confirmation**

Your authentication has been verified. Please login with your password. Please [Click here](#) to login.