



IBEW Local 246
PO Box 364
Troy, MI 48099
(888) 559-1155
www.ibew246benefits.org

Enhanced Member Benefit Website
www.IBEW246Benefits.org

Dear Member:

The Trustees of the I.B.E.W. Local 246 Benefit Funds are pleased to announce a new member benefit website, www.IBEW246Benefits.org.

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 ***Username*** and ***Password***, so please keep these confidential. **Please note, only one username 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.**

Please contact the Benefit Office at (888) 559-1155 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!

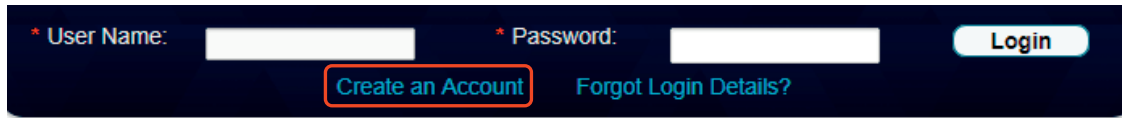
Board of Trustees,

I.B.E.W. Local 246 Benefit Funds

HOW TO REGISTER ON THE WEBSITE

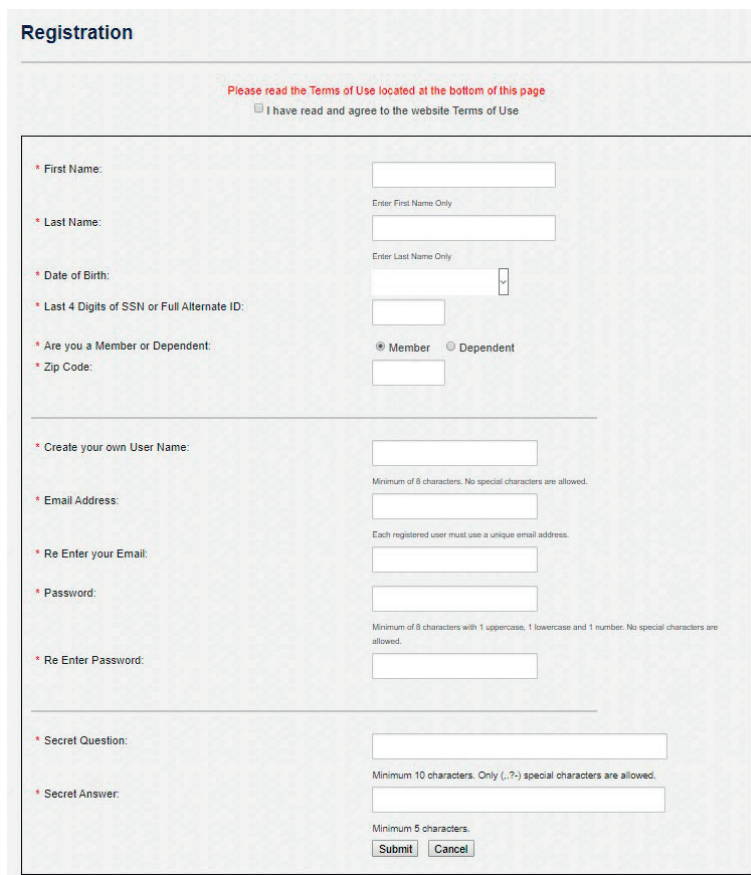
When registering for the first time, please follow these instructions:

- 1) From your computer or mobile device, connect to the 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 navigation bar with white text. On the left, it says "* User Name:" followed by a white input field. To the right, it says "* Password:" followed by another white input field. In the top right corner, there is a white button with the text "Login". Below the input fields, there are two buttons: "Create an Account" (highlighted with a red border) and "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.

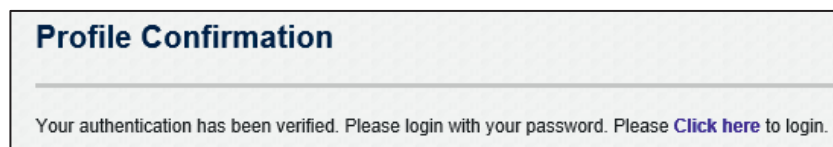


The registration form is titled "Registration" and includes a red warning: "Please read the Terms of Use located at the bottom of this page" with a checkbox "I have read and agree to the website Terms of Use". The form fields are as follows:

- * First Name: [input field] (small text: Enter First Name Only)
- * Last Name: [input field] (small text: Enter Last Name Only)
- * Date of Birth: [dropdown menu]
- * Last 4 Digits of SSN or Full Alternate ID: [input field]
- * Are you a Member or Dependent: Member Dependent
- * Zip Code: [input field]
- * Create your own User Name: [input field] (small text: Minimum of 8 characters. No special characters are allowed.)
- * Email Address: [input field] (small text: Each registered user must use a unique email address.)
- * Re Enter your Email: [input field]
- * Password: [input field] (small text: Minimum of 8 characters with 1 uppercase, 1 lowercase and 1 number. No special characters are allowed.)
- * Re Enter Password: [input field]
- * Secret Question: [input field] (small text: Minimum 10 characters. Only (.,?) special characters are allowed.)
- * Secret Answer: [input field] (small text: Minimum 5 characters.)

At the bottom right of the form are "Submit" and "Cancel" buttons.

- 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 user name and password.



Profile Confirmation

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