

CEMENT MASONS' LOCAL 780 FRINGE BENEFIT FUND

BENEFIT FUND PORTAL REGISTRATION GUIDE

This document provides members of the Cement Masons' Local 780 Fringe Benefit Fund (the "Fund") instructions on how to register with Local 780's Benefit Fund Portal.

The Benefit Fund Portal is intended to provide members of Local 780 the ability to securely view individual account balances and recent employer contributions.

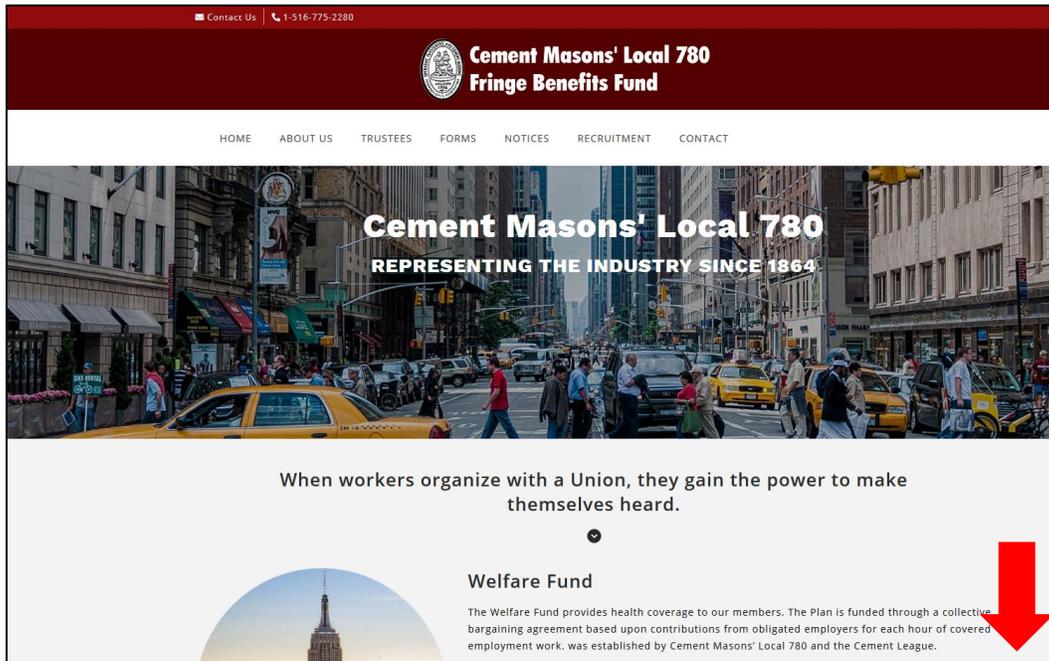
Before you can access the Benefit Fund Portal you must first register with the Portal online.

REGISTER

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

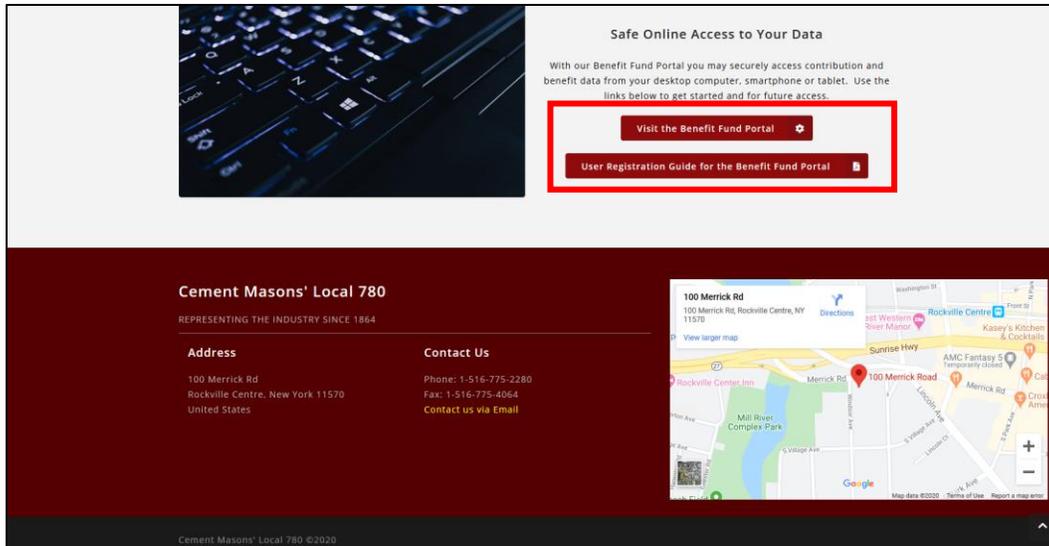
Visit the Fund's website at www.local780funds.org.

Scroll down the page to view the links to the Portal.

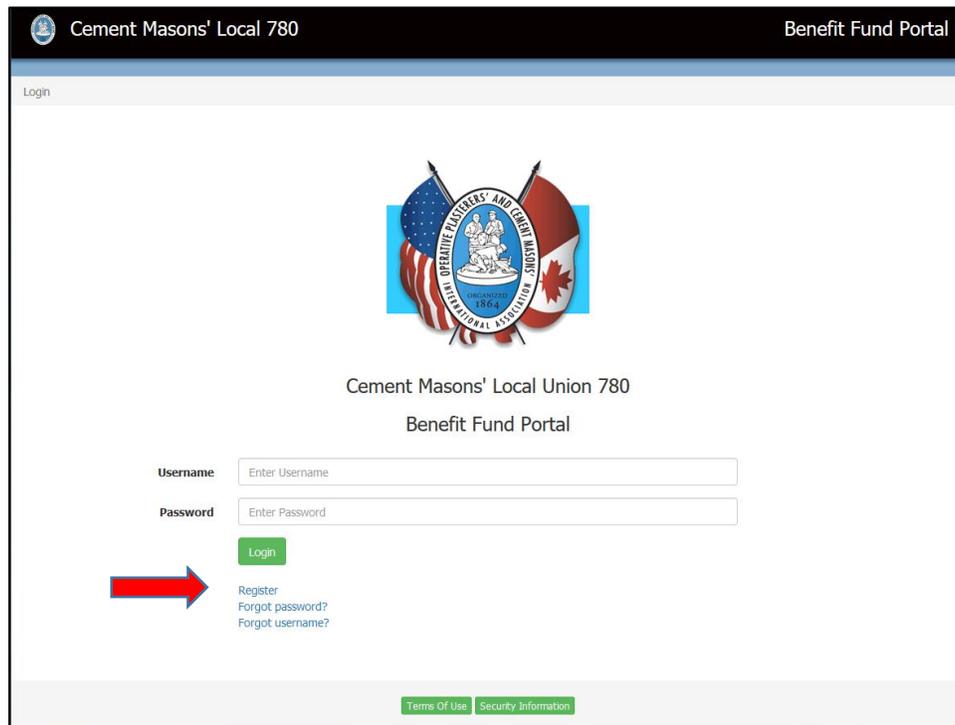


The “**Visit the Benefit Fund Portal**” link will direct you to the Benefit Fund Portal main page.

The “**User Registration Guide for the Benefit Fund Portal**” is a PDF download with instructions on how to register with the Portal as a first-time user.



The Benefit Fund Portal main page looks like this:



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.

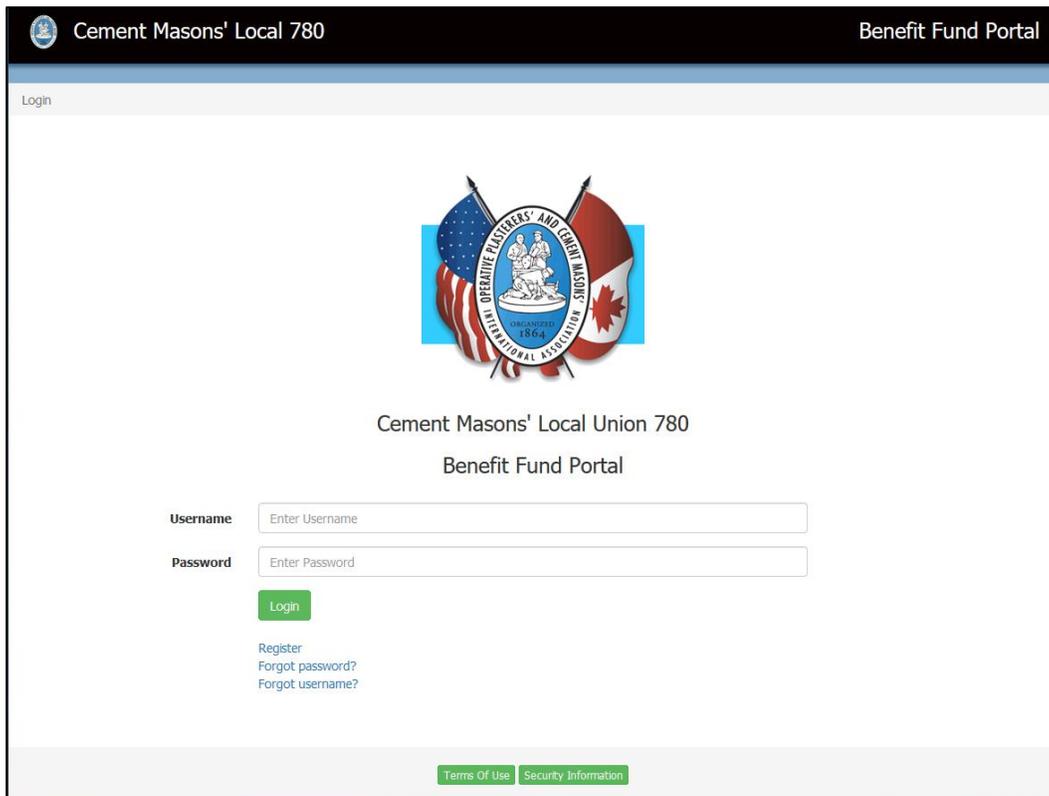
The screenshot shows the registration page for the Cement Masons' Local 780 Benefit Fund Portal. The page has a dark header with the logo and name on the left, and 'Benefit Fund Portal' on the right. Below the header is a navigation bar with 'Login' and 'Register' links. The main content area is titled 'Terms and Conditions of Use' and contains a welcome message and a registration form. The form has four input fields: 'Desired Username' (with 'Username' as a placeholder), 'Benefit Fund ID' (with 'Benefit Fund ID' as a placeholder), 'SSN' (with '123-45-6789' as a placeholder), and 'Email' (with 'user@emailprovider.com' as a placeholder). A blue 'Register' button is located below the form. At the bottom of the page, there are two green buttons: 'Terms Of Use' and 'Security Information'.

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 780.
3. Enter your Social Security Number. We use your SSN in combination with your Benefit Fund ID to confirm your identity. This is the only time the Benefit Fund Portal will request your Social Security Number.
4. Enter your email address; be sure to enter it accurately. You must 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.

The screenshot shows the registration success page for the Cement Masons' Local 780 Benefit Fund Portal. The page has a dark header with the logo and name on the left, and 'Benefit Fund Portal' on the right. Below the header is a navigation bar with 'Login', 'Register', and 'Registration Success' links. The main content area features a green message box that says 'Registration successful! Check your email for login information and go [here](#) to login'. At the bottom of the page, there are two green buttons: 'Terms Of Use' and 'Security Information'.

LOGIN

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



The screenshot shows the login page for the Cement Masons' Local 780 Benefit Fund Portal. At the top, there is a header with the union's logo and name on the left, and "Benefit Fund Portal" on the right. Below the header, the word "Login" is displayed. The main content area features the union's seal, which includes the text "OPERATIVE PLASTERERS' AND CEMENT MASONS' INTERNATIONAL ASSOCIATION" and "1864". Below the seal, the text "Cement Masons' Local Union 780" and "Benefit Fund Portal" is centered. There are two input fields: "Username" with a placeholder "Enter Username" and "Password" with a placeholder "Enter Password". A green "Login" button is positioned below the password field. Below the button are three links: "Register", "Forgot password?", and "Forgot username?". At the bottom of the page, there are two buttons: "Terms Of Use" and "Security Information".

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**.

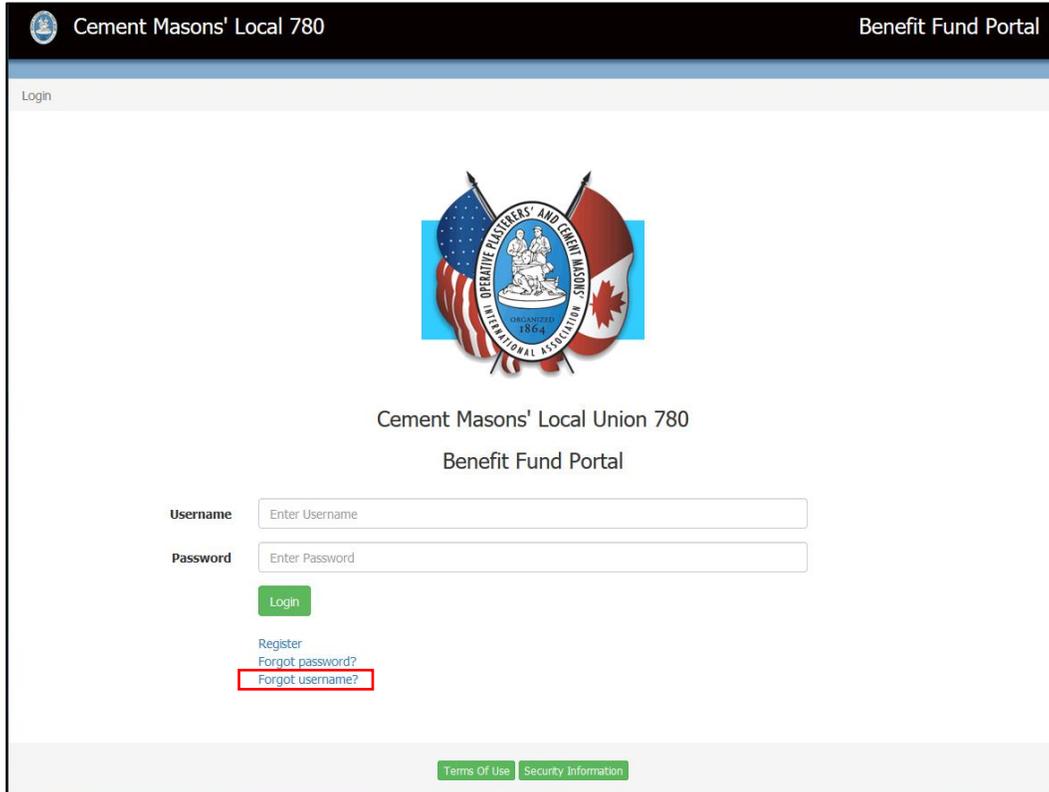
You can now view your family information, recent work history, and account balances.

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.

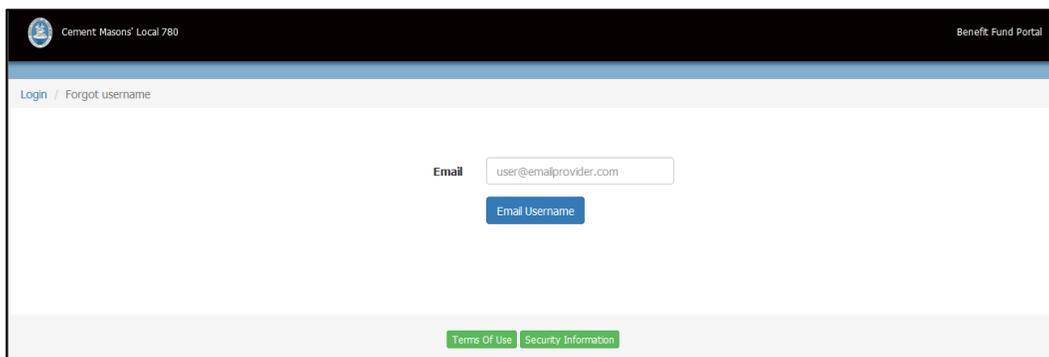
LOSS OF USERNAME OR PASSWORD

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. You must have an email account to use the Benefit Fund Portal.

2. Password

If you forget or lose your Password, click on the “[Forgot password?](#)” link on the Login screen.

Cement Masons' Local 780 Benefit Fund Portal

Login

Cement Masons' Local Union 780
Benefit Fund Portal

Username

Password

Login

[Register](#)
[Forgot password?](#)
[Forgot username?](#)

[Terms Of Use](#) [Security Information](#)

You will be presented the screen below:

Cement Masons' Local 780 Benefit Fund Portal

Login / Forgot Password

Email

Email Temporary Password

[Terms Of Use](#) [Security Information](#)

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 (516) 775-2280.

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

SECURITY PRECAUTIONS:

Local 780 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. Local 780 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.