

# MICHIGAN ELECTRICAL EMPLOYEES' PENSION FUND

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(INSERT DATE)

TO: ALL PARTICIPANTS OF THE MICHIGAN ELECTRICAL EMPLOYEES' PENSION FUND

RE: CUSTOMIZED WEB SITE AND ACCESS TO BENEFIT INFORMATION

Dear Participants:

The Trustees of the Michigan Electrical Employees' Pension Fund are pleased to announce that you may now access your fringe benefit fund information via the internet. You may log on to the customized web site at <http://www.michiganelectrical.org> to view and print plan documents, forms and obtain other useful information. You may continue to obtain paper copies of all plan documents from the Fund office and the Local Union.

In order to realize the best compatibility with our programming, we recommend that you download the latest Adobe Acrobat Viewer, at no charge, by visiting the Adobe web site at the following link:

<https://get.adobe.com/reader/>

Prior to obtaining the Acrobat viewer, we also recommend confirming that you have applied the latest updates for your web browser. Our site has been tested with Mozilla Firefox, Google Chrome and Apple Safari and can be accessed from desktop or mobile devices.

In cooperation with TIC International Corporation, the Fund Administrator, you may also view your own personal account information via a secured Benefit Inquiry Site. The Benefit Inquiry Site will allow you to verify that the Fund has accurate personal information about you and your family. In addition, you can check the Fund's records for up-to-date information regarding employer contributions made in your behalf.

The reverse side of this document explains the procedures you will follow to access and log on to the Benefit Inquiry Site and to obtain a secured password.

Please note that if you previously signed up for a Benefit Inquiry Site account for the Michigan Electrical Employees' Health Plan and have recently logged on to that site to confirm that the account is still valid, you may view your Pension benefit information through that same site using the same login credentials; it will not be necessary to create another account.

We hope that you find this new service easy to use and beneficial when you need to inquire about your current benefit status or to access fund information. Should you have any questions related to web site access, please do not hesitate to contact Greg Smith (517-327-2148) or Jamie Kline (517-327-2149) in the Lansing Fund Office. However, if you have specific questions related to your benefits, please contact the Fund Office at 517-321-7502 and speak with a claims examiner.

Sincerely,

BOARD OF TRUSTEES  
MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN

(please see reverse side)

(continued from reverse side)

Below are your instructions for creating your own Benefit Inquiry Site (BIS) account, for viewing your benefit information for the Michigan Electrical Employees' Pension Fund.

As a reminder, if you are also a participant of the Michigan Electrical Employees' Health Plan, had previously created a Benefit Inquiry Site viewing account for that Plan and know that the account is still valid, you may log in to view your Pension benefits using that same account. It is not necessary to create a new account.

- Begin by logging in to the customized web site at **http://www.michiganelectrical.org**
- Position your mouse over the Pension link at the top of the screen. This will expose the available hyperlinks within the site.
- Choose Current Benefit Status in the available hyperlinks. This will open either a new web browser window or tab, depending on how your web browser is configured.
- In the ID field, type your Social Security Number, using no hyphens or spaces.
- In the Password field, type **E5NAC8K**. (This is a generic password used only the first time you log in).
- Click on the Login Button.

This will take you to the Participant Sign Up Screen.

Provide all of the requested information; which will include your First Name, Middle Initial, Last Name and Mother's Maiden Name.

As part of the sign-up process, you will create a permanent password of your choosing, which will be used for future logins. The password policy requires:

- Minimum length of 8 characters
- Maximum length of 15 characters
- Must use three of four of the following types of characters: Lower-case letters, upper-case letters, numbers and select symbols such as !@#\$%^&\*(){}[]

Additionally, you will be asked to create a password hint question and answer, which will be your means of retrieving your password should you ever forget it. NOTE: We recommend using a one-word answer to make it more concise.

After entering all of the information above, click the Sign Up button to complete the process. This will return you to the original login screen.

Future logins will utilize your numeric Social Security Number, along with your newly created permanent password.

Note: In the event that you forget your password, click on the Forgot Password link on the main Sign On screen. You will then be prompted for your Name and SSN#. Click the Submit button and your browser will return your secret question to you. Enter the answer exactly as you typed it in when you set up your password. Once again, click on submit, and if you have entered the correct response, your password will be displayed on the next screen.

If you have any difficulties logging in, please do not hesitate to contact Greg Smith (517-327-2148) or Jamie Kline (517-327-2149) in the Lansing Fund Office. However, if you have specific questions related to your benefits, please contact the Fund Office at 517-321-7502 and speak with a claims examiner.