

MICHIANA AREA ELECTRICAL WORKERS' FRINGE BENEFIT FUNDS

Michiana Area Electrical Workers' Health and Welfare Fund
Michiana Area Electrical Workers' Pension Fund
Michiana Area Electrical Workers' Money Purchase Plan

Managed for the Trustees by:
TIC INTERNATIONAL CORPORATION

July 2019

TO: ALL PARTICIPANTS OF THE MICHIANA AREA ELECTRICAL WORKERS
HEALTH AND WELFARE FUND

RE: ELECTRONIC WELFARE REIMBURSEMENT ACCOUNT
PAYMENT REQUEST THROUGH THE PLAN WEBSITE

Dear Participant:

The Trustees of the Michiana Area Electrical Workers Health and Welfare Fund "Fund" are pleased to announce that you may now submit claims to the Supplemental Benefit Account (SBA) through the Fund's secure website.

As you know, you can access your fringe benefit fund information via the internet. You may log on to the customized web site at <http://www.ibew153benefits.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. Under the Health heading on the site, visit the Forms page where you can download a **Supplemental Benefit Account Reimbursement Request Form** to accompany any payment requests you submit per the instructions below.

Once you are in the customized web site, select "Current Benefit Status" under the Health heading. This will bring you to the TIC International Corporation Benefit Inquiry Site login page. You will need to sign in using your own ID number and password. Once you have logged in and arrive at the Employee Menu, you will select "**Claim File Uploads**" from the list of hyperlinks. In order to submit your claims through the website, you will first need to digitize your claim information; which can be done either through the use of a document scanner on a conventional computer, or by using a scanning app for your smartphone which uses the camera to acquire a high-quality copy of the documents. Once the images of your supporting documents have been digitized to your device and you have verified their legibility, simply use the browse button to locate the files and select them. Be sure to print and sign the **Reimbursement Request Form** reference above and include it with your uploaded files. We provide you with five upload "slots" for submitting your items. Once everything is ready to send, we recommend entering your email address into the field above the Upload area and then when you select the "Upload Claim Files" button, your claim will be sent to the Fund Office and you will receive confirmation and a transaction number indicating that the claim file upload was successful.

If you have any questions regarding this information please do not hesitate to contact the Fund Office.

Sincerely,

BOARD OF TRUSTEES
MICHIANA AREA ELECTRICAL WORKERS
HEALTH & WELFARE FUND
BOARD OF TRUSTEES

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