

## Heat & Frost Insulators and Allied Workers Local 47 Fringe Benefit Funds Benefit Inquiry Site Account Creation Instructions



- Begin by logging in to the Fund's customized web site at <http://www.heatfrostlocal47benefits.org>
- Click the desired Health Care or Retirement link in the header, which will expand the menu options.
- Click the Current Benefit Status link. This will open either a new web browser window or tab.
- In the ID field, type your numeric Social Security Number (no hyphens or spaces)
- For this initial login, use the Fund's generic password, which is **T8V27G5**

You will then be prompted to input your mother's maiden name, create a secret question and answer (in case you ever lose your password) and create a permanent password for the account. Example:

- First Name: John
- Last Name: Smith
- Middle Initial: I
- Mother Maiden Name: Jones
- New Password (See "Password Notes" below)
- Confirm New Password
- Secret Question: Who was my 1st grade teacher (You must choose a question to enter here.)
- Answer: Michalson (See "Hint Answer Notes" below)

**Password Notes:** All passwords are case-sensitive and must conform to the following requirements:

- Password length of 8 to 15 characters
- No dictionary words – must be complex
- Include a combination of upper-case and lower-case letters, numbers and special symbols which include !@#\$%^&\*(){}[]

**Hint Answer Notes:** The password recovery system consists of a password hint question and answer. Because your answer must perfectly match what we have stored in our data files, we recommend using a one-word answer to match your question, which may help you remember this exact answer more easily.

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

Your ID will be your numeric Social Security Number, using no hyphens or spaces between the digits.

Your Password will be the "New Password" you created during the above process.

Click the Login button and you will be taken to the Employee Menu.

You will now have access to the benefit information screens. For all future logins, please use the new password you just created.

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 display your secret question to you. Enter the answer exactly as you typed it in when you set up your password. 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 creating your Benefit Inquiry Site viewing account or logging in, please do not hesitate to contact Greg Smith at (517) 327-2148. However, if you have specific questions related to your benefits, please contact the Fund Office at (800) 323-8079.