

# Why Should I Register?

**H**ave you ever wondered what information EIT has on file for you? Perhaps you have needed to update your address or to verify if your dependent has coverage. The EIT Website makes it easy for you to access this information at any time. By registering online you will have a secure and fast way to:

- Verify your **Eligibility**
- Review your **Employment** history
- View your **Disbursement** history
- View your **Pension & Benefits**
- View and update your **Demographic** information
- View and update your Dependent and Beneficiary contact information
  - See a **History of Letters & Documents** sent to you
- View your **Document** history

# How Do I Register?

**I**f you are a **First Time User**, you will be required to register on the EIT Website to access your personal information. This will only take a few minutes and will save you time in the future. **If you have already registered you do not need to re-register. If you previously registered on the EIT website and experience difficulties accessing your account**, please contact our IT Department at (312)782-5442, Ext. 275 or via email at [askeit@fundoffice.org](mailto:askeit@fundoffice.org).

1. From the Fund Office home page, [www.fundoffice.org](http://www.fundoffice.org), click on **Participant Information** and then **Participant Login**.



2. Click on the red link **Click Here for the Login Screen**.

**IMPORTANT**

**PLEASE READ THE FOLLOWING INFORMATION**



The upgrade for the first phase of the EIT Member Self-Service web site has been completed. Our vendor is working on fixes to known bugs and enhancements such as a Mobile App for use on smartphones.

We are aware of the issues with older Apple iPads and iPhones that are on the 9.3.5 version of the IOS. Our vendor is currently researching a fix for this.

[Click Here for the Bug / Enhancements Report](#)

In order to use the "Forgot Password" link on the login screen, you must first login and set new security questions as the security on the new site has changed.

One important new addition to the web site is Secure Messaging. The Secure Messaging will allow you to send messages to EIT staff that will be routed based on the topic that you select. The messages are contained within the software for security, which allows you to include private information such as Social Security Numbers and Protected Health Information.

If you experience issues, please contact us either via Secure Messaging, regular email at (askait@fundoffice.org) or by phone (IT Group at 312-782-5442 x275). If leaving a voice message, please record your name and the last 4 digits of your Social Security Number along with a description of the problem you are having.

**CLICK HERE FOR THE LOGIN SCREEN**

3. Click **Register**, then, after reading the Terms of Service, click **Accept**.

**Log In**

[Register](#) | [Forgot Password](#) |  |

**Terms of Service**

**PLEASE NOTE:** The security on the new site has changed. If you wish to use the "Forgot Password" link on the login screen, you will need to select new security questions. To set your security questions, click on your name in the upper right corner to open the profile screen. On the profile screen, click on the "Change Security Questions". You must select and answer all three security questions. Accessing Member Self Service gives you the ability to add, update and change personal information. You are wholly responsible for any changes made to your information with the user account for which you provide the user id and password. You acknowledge that you are in fact the person you represent yourself to be by providing the requested registration information.

Information presented in Member Self Service is preliminary and may be edited, deleted, adjusted, reversed or modified at any time. Accordingly, please be advised the information you view should be used for verification purposes only and does not guarantee or confer entitlement of benefits or benefit eligibility. Any information provided on Member Self Service cannot overrule the terms of the benefit plans and is subject to audit and verification at the time you apply for benefits. Your eligibility for benefits will be based upon the plan documents in effect when you last work in covered employment.

## Creating a Strong Password

Since the information you will be accessing is sensitive, personal information, it is important to create a strong password. Here are some suggestions:

- ✓ **Length:** Make them long! Your password should be a combination of at least eight or more letters, numbers and characters.
- ✓ **Use Symbols, Punctuation & Capitals:** Using capital letters in the middle of a password and substituting symbols for letters ensure a strong password. Don't forget to use punctuation too!
- ✓ **Be Creative:** Use the first letter of each word in a favorite phrase, line from as song or movie, being sure to use capitals and punctuation and symbols. Phrases will be easier for you to remember, but will make it difficult for others to hack. The longer the phrase, the safer your information!  
**For Example:** The sentence "I started 7th grade at Lincoln Middle School in 2004" may look like this:  
I\$7g@LMSi2004."

### Avoid creating passwords that use:

- ✗ Dictionary words, in any language.
- ✗ Words spelled backwards, common misspellings, and abbreviations.
- ✗ **Sequences or repeated characters.** Examples: 12345678, 222222, abcdefg
- ✗ **Personal information.** Your name, birthday, driver's license, passport number, or similar information.

4. You will then be prompted to validate your personal account information. Once entered, click **Validate**. *If your Zip Code on file with EIT does not match the Zip Code you entered, you will not be able to verify your identity.*

**Verify Identity**

To verify your identity, please enter your Social Security Number, last name, and your date of birth. Your information is secured during transmission.

SSN:

Last Name:

Date Of Birth:  /  /

5. You will now need to create a **Username, Password, Security Questions and Answers and provide an Email Address** in the **Account Profile Setup**. All fields are REQUIRED. Your Username and Password can be anything...just make sure it will be easy for you to remember! When you are done entering your information, click on **Submit**. A pop-up window will appear indicating that your account has been successfully created.

All fields are required. The password is case sensitive.

Person:

Username:

Enter New Password:

Confirm New Password:

1. Password should have a minimum of 8 characters
2. Password should have a minimum of 1 alphabetic characters
3. Password should have a minimum of 1 numeric characters
4. Password must have a minimum of 1 non alphanumeric characters

Select First Security Question:

Enter Answer to First Question:

Select Second Security Question:

Enter Answer to Second Question:

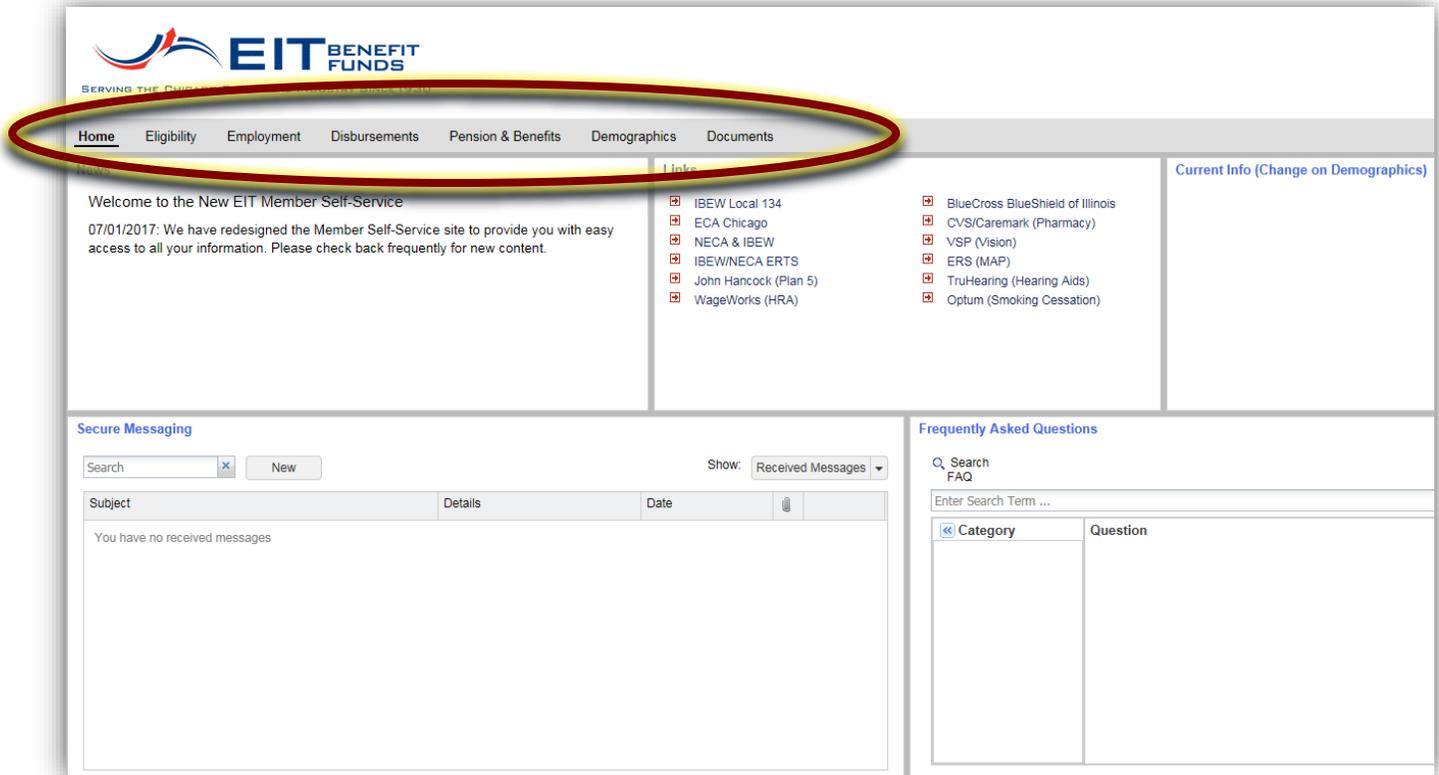
Select Third Security Question:

Enter Answer to Third Question:

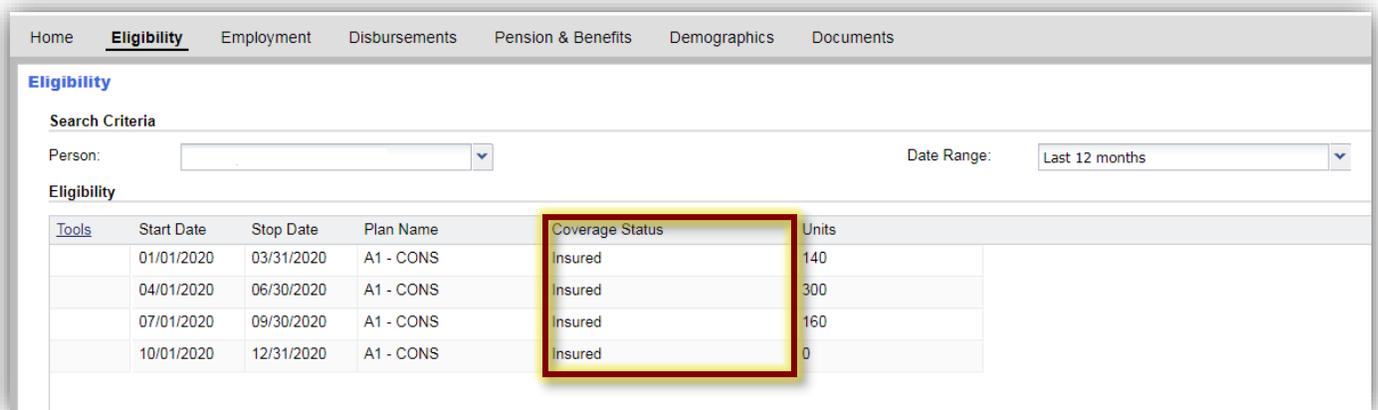
Enter Email Address:

Re-enter Email Address:

6. Next, click on **Accept** under **Terms of Service**. This will bring you to the **Home Page** of your online Participant Account. From here you may view your **Eligibility, Employment, Disbursements, Pension & Benefits, Demographics** and **Documents**. This page also provides you with important **News, Links to EIT Providers** and important contacts, your **current demographic information** at a glance, **the ability to for Secure Messaging to a specific EIT department** and the future ability to view **Frequently Asked Questions** (this is a work in progress!).



7. **HEALTH INSURANCE ELIGIBILITY:** If you would like to check your Health & Welfare Eligibility, click on **Eligibility**. This screen provides you with a summary of the periods you have been insured or your coverage has been terminated and with any future coverage you have earned based on your reported hours.



**8. EMPLOYMENT HISTORY:** To check on your Contributed Hours as reported by your contractor, click on **Employment**. This provides real-time reporting information. If the hours are not reflected here, EIT does not have them yet.

Additionally, you can see the contributions that are made by your employer to the Plans based on the Collective Bargaining Agreement. You can also see what is being contributed when you are working out of jurisdiction. These columns can be dragged around to make it the most convenient for your view. Just click on the header of the column you want to move and drag it to where you want it.

**Work History**

Date Range:

<a href="#">Tools</a>	Contractor Name	Contract	Agreement Name	Start Date	Stop Date	Work Status	Job Category	Hours	HWAmt
	BONUS ELECTRIC COMPANY, L...	0009938 BON...	CONSTRUCTI...	11/01/2020	11/30/2020	Active	Journeyman		\$0.00
	BONUS ELECTRIC COMPANY, L...	0009938 BON...	WORKING D...	11/01/2020	11/30/2020	Active	Working Dues ...		\$0.00
	MTS TITAN ELECTRIC LLC	0010081 TITA...	CONSTRUCTI...	11/01/2020	11/30/2020	Active	Journeyman	0.00	\$0.00
	MTS TITAN ELECTRIC LLC	0010081 TITA...	WORKING D...	11/01/2020	11/30/2020	Active	Working Dues ...	0.00	\$0.00
	FREEMAN ELECTRICAL, INC.	0010267 Free...	CONSTRUCTI...	11/01/2020	11/30/2020	Active	Journeyman		\$0.00
	FREEMAN ELECTRICAL, INC.	0010267 Free...	WORKING D...	11/01/2020	11/30/2020	Active	Working Dues ...		\$0.00
	LOCAL 0176 FRINGE BEN FUNDS	0000176 LOC...	RECIPROCAL...	10/01/2020	10/31/2020	Active	Journeyman	52.00	\$829...
	LOCAL 0176 FRINGE BEN FUNDS	0000176 LOC...	RECIPROCAL...	10/01/2020	10/31/2020	Active	Journeyman		\$0.00
	LOCAL 0176 FRINGE BEN FUNDS	0000176 LOC...	RECIPROCAL...	10/01/2020	10/31/2020	Active	Journeyman	0.00	\$0.00

You can view your contractor history at a glance here. Clicking on **Details** may provide you additional information, like the month you began working at a specific contractor.

**Employment Info (Contractors & Agreements)**

<a href="#">Tools</a>	Contractor Name	Contract	Job Category	Work Status
<a href="#">Details</a>	ELECTRICAL ...	ELEC DESIGN SYS CORP/701	Working Dues - ALL	ACT
<a href="#">Details</a>	ELECTRICAL ...	ELEC DESIGN SYS CORP/701	Journeyman	ACT
<a href="#">Details</a>	ELECTRICAL ...	ELEC DESIGN SYS CORP/701	Journeyman	ACT

**Employment Info Details**

Contractor Name:	ELECTRICAL DESIGN SYS	Job Category:	Journeyman
Contractor Code:	0005074	Work Status:	Active
Contract:	ELEC DESIGN SYS CORP,	Hire Date:	08/01/2020
Agreement Name:	SWING SHIFT	Termination Date:	
Payroll Cycle:			