

Why Should I Register?

Have 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?

If 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.


- 1.** From the Fund Office home page, 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](#)

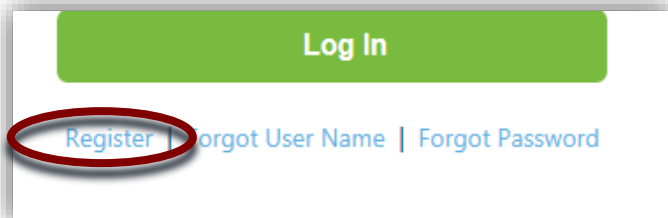
In order to use the "Forgot Password" link on the login screen, you must first login and set new security questions as the security on the new site has changed.

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**.



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 a 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:

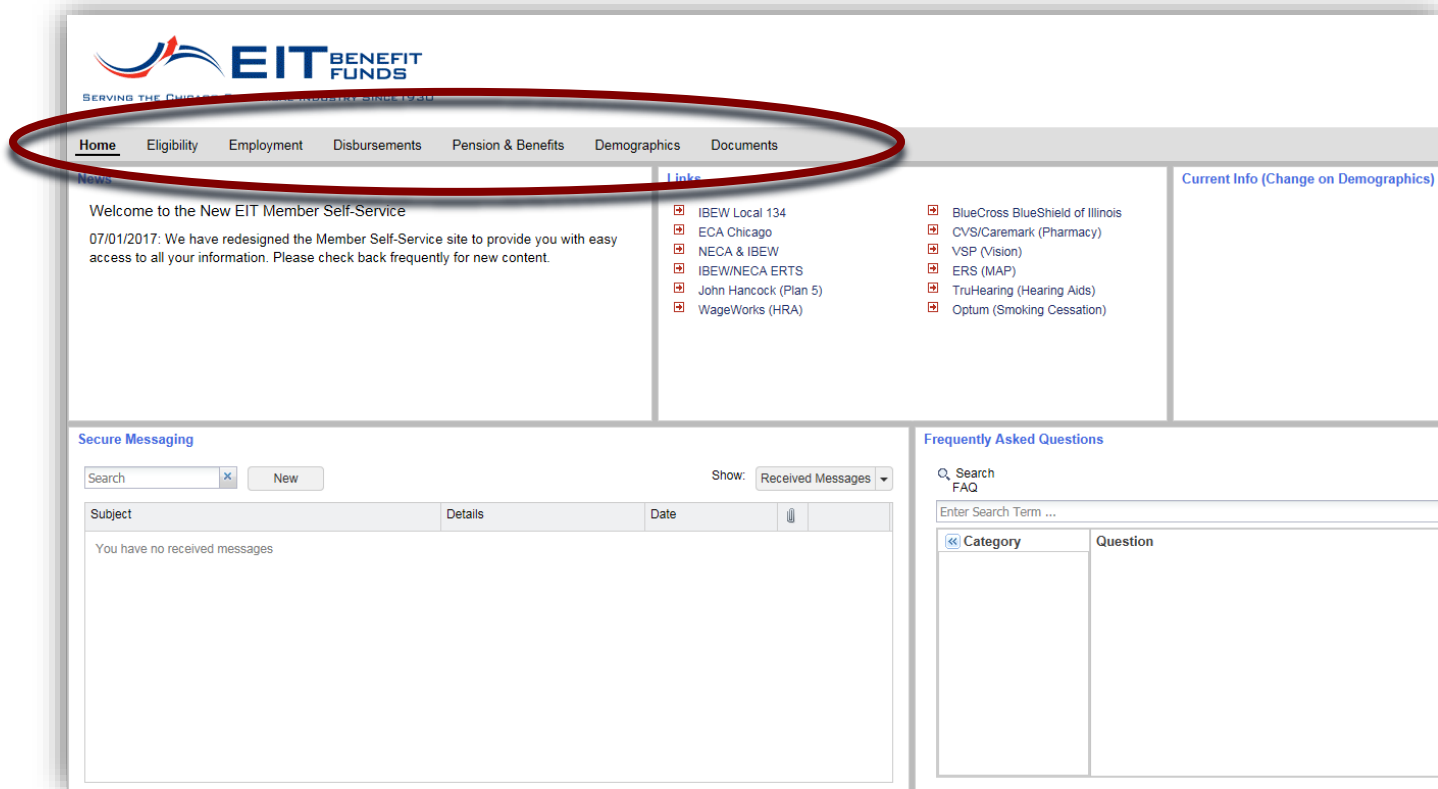
Select Third Security Question:

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**.



7. 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 covered or terminated and with any future coverage you have earned based on your reported hours.

Eligibility

Search Criteria

Person Id:

Eligibility

Tools	Start Date	Stop Date	Plan Name	Coverage Status	Hours Reported
	03/01/2017	03/31/2017		Insured	1
	04/01/2017	04/30/2017		Insured	1
	05/01/2017	05/31/2017		Insured	1
	06/01/2017	06/30/2017		Insured	1
	07/01/2017	07/31/2017		Insured	1
	08/01/2017	08/31/2017		Insured	0
	09/01/2017	09/30/2017		Insured	0
	10/01/2017	10/31/2017		Insured	0
	11/01/2017	11/30/2017		Cancelled	0

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

Employment Info (Contractors & Agreements)

Tools	Contractor Name	Contract	Job Category	Work Status
Details	ELECTRICAL...	EIT		ACT

Reciprocity Info

Tools	Fund

Work History

Date Range: ⓘ

Tools	Contractor Name	Contract	Agreement Name	Start Date	Stop Date	Work Status	Wh Reason Code	Job Category	Monthly
	ELECTRICAL...	0090004 EIT	EIT	09/01/2012	09/30/2012	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	10/01/2012	10/31/2012	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	11/01/2012	11/30/2012	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	12/01/2012	12/31/2012	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	01/01/2013	01/31/2013	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	02/01/2013	02/28/2013	Active			1.00
	ELECTRICAL...	0090004 EIT	EIT	03/01/2013	03/31/2013	Active			1.00

9. By clicking on **Disbursements**, you can view all checks issued to you by EIT for all Plans, including SUB (if applicable), Disability and Pension Plan 2. You can also create a print out in the event you need this for verification purposes.

Payment History

As Of: ▾

Tools	Disbursement Date	Benefit Type	Status	Gross Amount	Total Deduction Amt	Disbursement Amt	Disbursement Type	Check/ Eft No	Payee Name
No payments found									

10. You may also check on Pension History, including Vesting and Credited Service earned by clicking on **Pension & Benefits**.

11. To update your **Demographics**, such as your address, phone number and email account and also contact information for your dependents/beneficiaries, click on the **Demographics** link. This page provides instructions for updating your personal information.

Member Info

Change

Prefix: SSN:
 First Name: BCBS ID:
 Middle Name: L Last Name:
 Date of Birth: 03/10/1972 Gender: Female
 Suffix: Marriage Date: 10/21/1995
 Marital Status: Married Type:
 Language: EIT ID:
 Address: Primary Email:

Dependents

Tools	Date of Birth	Name	Marital Status	Marriage Date	Primary Identifier	Relation	Over 26, Legally Disabled
Details	02/03/1963		Married	10/21/1995		Spouse	<input type="checkbox"/>
Details	01/18/1999		Unknown			Child	<input type="checkbox"/>
Details	01/18/2001		Unknown			Child	<input type="checkbox"/>
Details	01/02/2003		Unknown			Child	<input type="checkbox"/>

Beneficiaries

Beneficiaries for Pension

Fund: All

Tools	SSN	Name	Form Received Date	Fund	Fund	Relation	Percent
Benef...				H&W Constru...	H&W Constru...	Spouse	100
Benef...				Annuity	Annuity	Spouse	100

Changing Your Address and Contact Info:
 You may update your Address and Contact Information such as phone and email using the Change button to the left.
 If you need updates to Marital Status etc., please contact the EIT Participant Services Group at (312) 782-5442.

Changing Dependent Info:
 You may update info for your dependents by clicking [Details](#) and then the Change button.
Did you know that SSNs are now required for all dependents?
 Please contact EIT if any of your dependent SSNs are missing.

Changing Beneficiary Info:
 You may update your information for your beneficiaries by clicking [Beneficiary](#) and then the Change button.
 If you would like to add new beneficiaries, please complete the [Beneficiary Form \(click here\)](#).

12. By clicking on **Documents**, you can view and print letters sent to you by EIT. Just click on the link under the column titled "Name." This is helpful if you are expecting a letter, but have not received it yet.

Home Eligibility Employment Disbursements Pension & Benefits Demographics Documents

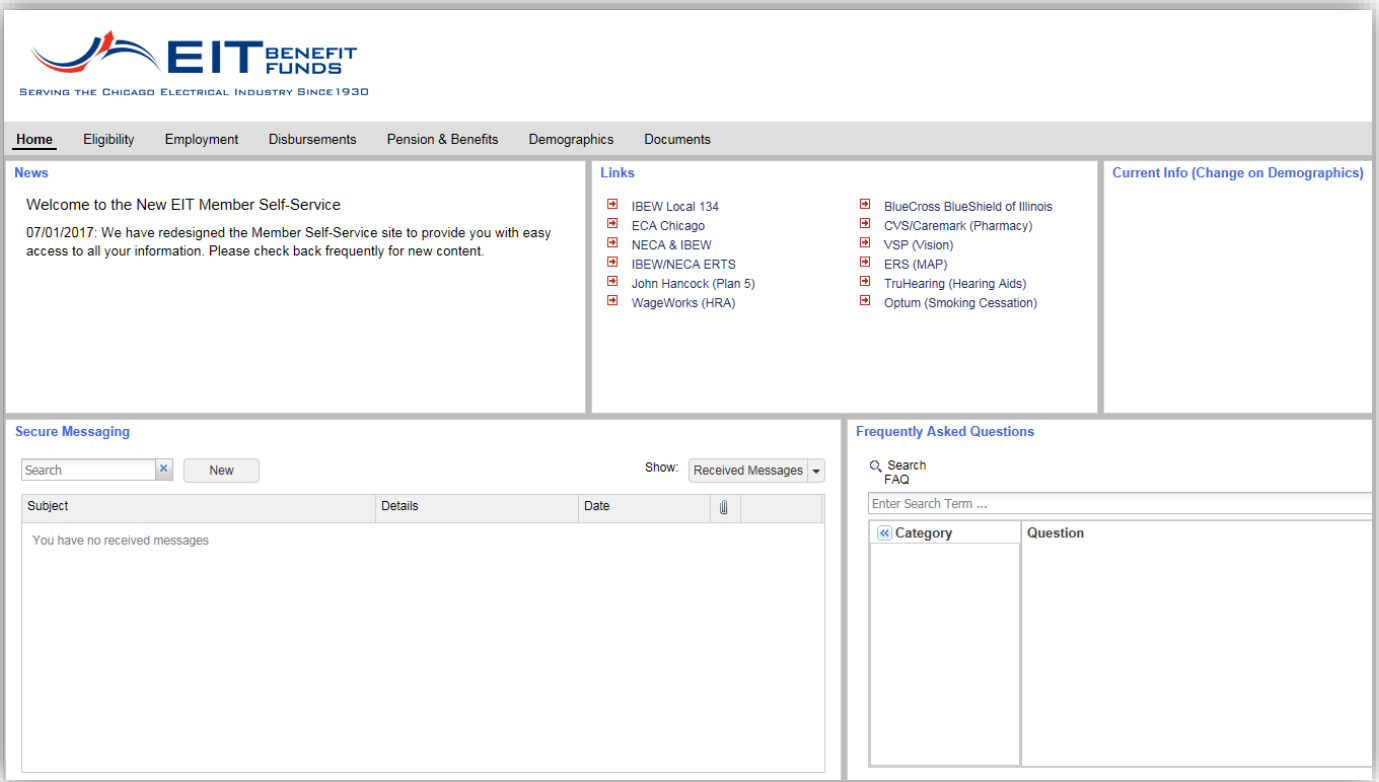
Documents

Folder

- All
- Member Statement
- Accident & Sicknes
- Audit Negative Hou
- COBRA Member C
- Cover Page
- Disabled Dependel
- Divorce Decree Re
- Eligibility Letters
- Long Term Disabili
- Member Letters
- Member Statement
- Overpayments & S
- Pension Letters
- Subrogation
- Workman's Compe

Tools	Name	Date	Type	Description	Status	Labels	Comments
Add C...	Approval Letter	07/17/2017	Doc-Out	Approval_Letter	Printed		
Add C...	Insured Letter	12/08/2012	Doc-Out	Insured_Letter	Printed		
Add C...	Marriage Certi...	10/03/2012	Required Docs	Marriage Proof	Accepted by K...		

13. The Home page...lucky number 13! The **Home** page 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!)



Keeping yourself informed is the first step to having a better understanding of your benefits. Maintaining your address information ensures that you will receive all important updates and notices.