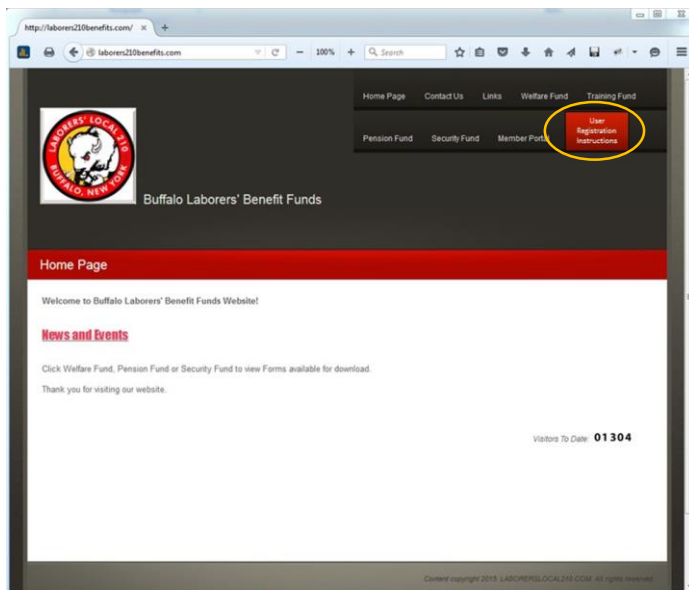


MEMBER PORTAL REGISTRATION GUIDE

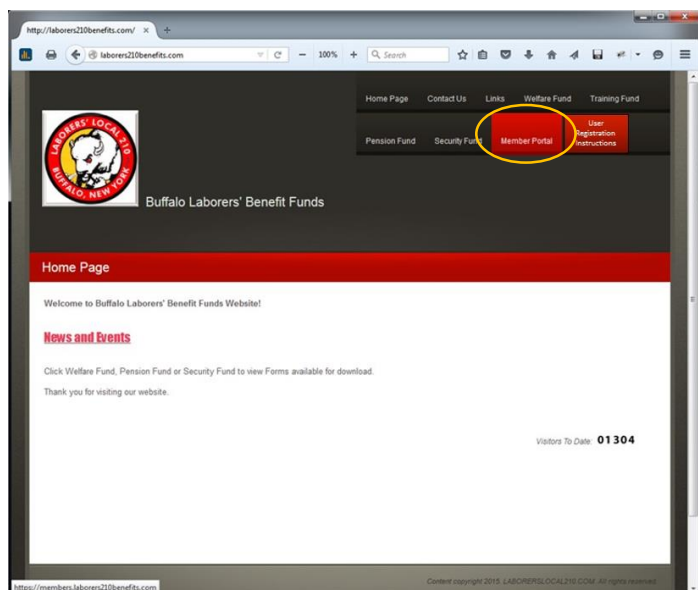
This document is intended to provide members of the Buffalo Laborers' Benefit Funds (the "Funds") with Member Portal registration instructions. The Member Portal is intended to provide the member the ability to securely view individual account balances and recent employer contributions. However, before you can access the portal you must first register with the portal online.

REGISTER

Since you are reading this document, we can assume you were successful in accessing the "User Registration Instructions" from our website. www.laborers210benefits.com



To begin the Registration process, click on the "Member Portal" link.



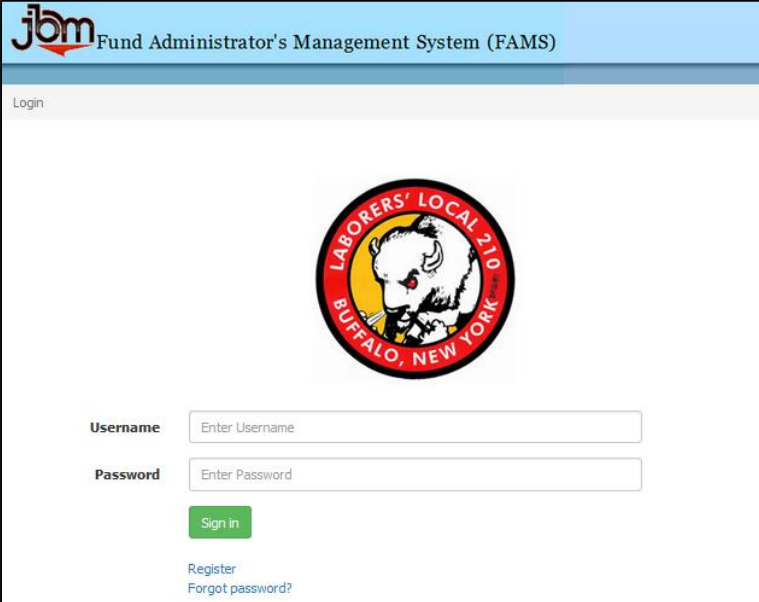
The following Login screen will be presented:

Before you can Login, you must first **Register** with the Fund office. Click on the **Register** link (see the arrow above.) You will then be presented the screen below.

1. Enter your “Desired Username”. This should be a user name you can easily remember.
 - Please note if the user name you request has already been reserved by another member, you will be prompted to select another username.
2. Enter your “Member ID”. This is the unique ID number provided to you by the Fund office.
3. Enter your Social Security Number. We use your SSN in combination with the Member ID to confirm your identity with the Fund office database.
 - This is the only time the site will ask for your SSN.
4. Enter your email address.
5. Click on the “**Register**” button.
6. The system will return you to the **Login** screen and within a couple of minutes, you will receive a temporary password in an email sent by the Fund office.

LOGIN

Once you have received your temporary password from the Fund office, you can now proceed with the Login process.



The screenshot shows the login interface for the Fund Administrator's Management System (FAMS). At the top left is the 'jbm' logo. To its right, the text reads 'Fund Administrator's Management System (FAMS)'. Below this is a 'Login' header. In the center is a circular logo for 'LABORERS' LOCAL 210 BUFFALO, NEW YORK' featuring a buffalo head. Below the logo are two input fields: 'Username' with the placeholder 'Enter Username' and 'Password' with the placeholder 'Enter Password'. A green 'Sign in' button is positioned below the password field. At the bottom of the form are two links: 'Register' and 'Forgot password?'.

Enter your **Username**.

Enter the Username you selected during registration.

Enter your **Password**.

Enter the temporary Password supplied to you in the Fund office email.

Click on the **Sign In** button.

Change your **Password**.

The first page presented to you requires you to create a Password unique to you.

- Do not use passwords such as family names, street names, pet names and birthdays, which are easily guessed.
- It is better to construct a password by combining randomly selected letters and numbers. If a string of random letters and numbers is difficult to remember, try using two unrelated words combined with a number (for example, two3four).
- It is recommended that you change your password every 30 days.

View your **Online Account Information**.

You can now view your family information, recent work history, and account balances.

A Member Portal User Guide is available to you by clicking on the "**User Guide**" link at the top of the **Member Details** page.

LOSS OF MEMBER ID, USERNAME OR PASSWORD

Member ID

If you cannot locate your Member ID, click on the “Click here” link under the Member ID field. From here you can request the Fund office send you your Member ID via email.

The screenshot shows the 'Fund Administrator's Management System (FAMS)' login page. It includes fields for 'Desired Username' (filled with 'jsample'), 'Member ID' (filled with 'P12345678'), 'SSN' (filled with '*****'), and 'Email' (filled with 'jsample@email.com'). A blue 'Register' button is at the bottom. A yellow circle highlights the text 'Don't have a Member ID? Click here' located below the Member ID input field.

If you do not have an email account, contact the Fund office by calling (716) 894-8061.

Username

If you forget or lose your Username, you must contact the Fund office to recover it. Call (716) 894-8061.

Password

If you forget or lose your Password, click on the “**Forgot password?**” link on the Login screen. You will be presented the screen below:

The screenshot shows the 'Forgot Password' page in the FAMS system. It features an 'Email' input field containing 'user@emailprovide' and a blue button labeled 'Email Temporary Password' positioned below the field.

Enter your email address and click on the “**Email Temporary Password**” button.

The system will return you to the **Login** screen.

Within a few minutes, the Funds will email you a new temporary password. Follow the instructions presented in the **LOGIN** section above.

SECURITY PRECAUTIONS:

The Funds encourage the use of the following precautions as a means of preventing unauthorized access of your computer.

INSTALL PRIVACY PROTECTION SOFTWARE ON YOUR COMPUTER:

Install readily available software which protects your computer from viruses, hackers, spyware, and other intrusive threats to your privacy. An Internet keyword search for "spyware and virus protection" will yield a variety of software products available for this purpose.

PROTECT YOUR USER ID AND PASSWORD:

Anyone to whom you give your access information could access your account information and account balances without your knowledge and authorization. You are responsible for protecting the confidentiality of your Username and Password. The Funds cannot take responsibility for account access resulting from your failure to protect your access information.

USE A SCREEN SAVER:

Most computers can be configured to activate a screen saver that pops up after a few minutes of inactivity. The screen saver hides the information on your screen from others while you are away from your computer. You can configure most screen savers to ask the user for a password before gaining access to the computer.

OTHER IMPORTANT NOTES:

Some Web browsers and third-party software provide the option to automatically remember your Username and Password. Please take care in using these features as stored passwords can be used by anyone with access to your computer.

Public access to the Internet is offered in many libraries, airports, copy centers and cafes. We discourage you from accessing the Funds' web services through a public computer.