

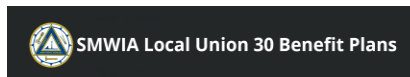
Registration for Online Access to Member Account Information Sheet Metal Local 30 Benefit Plans (Canada)

Your Plan Administration Office is pleased to provide you with a new, modern, secure portal to access your personal health and pension plan information.

The **four steps** to register for this new portal are below.

[Click this link to access the new portal.](#) If you have already registered for the new portal, you will not have to do so again.

Step 1: Once on the login page, [click “Create Account”](#).



Access your benefits.

Check your benefits 24/7, no need to call the administration office. Login with your email and password to continue.

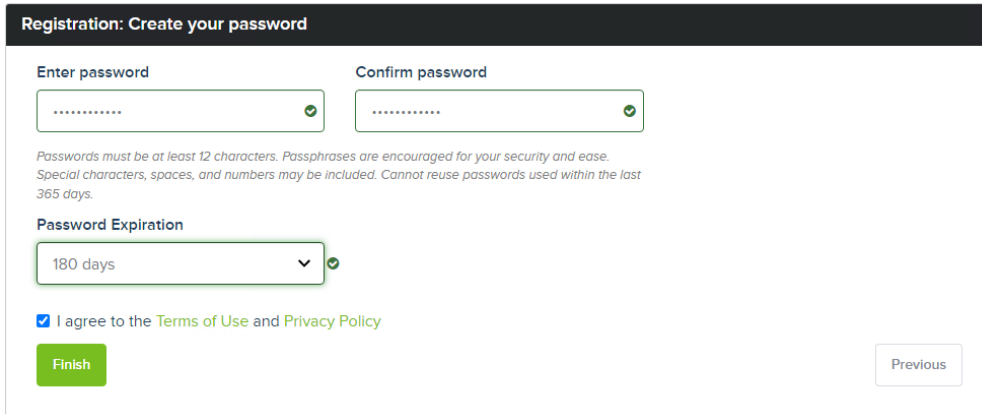
<input type="text" value="someone@example.com"/>	
<input type="password" value="Password"/>	
<input type="button" value="Log In"/>	<input type="button" value="Create Account"/>

Step 2: Enter your information in the required fields. The information from each field **must match the personal information on our records exactly**. Please include the space in the postal code of your home mailing address (the example below uses the postal code “A1A 1A1” to illustrate the correct format). Your account username will be the email address that you enter. Once you have entered your information in the required fields, click “Next.”

Registration: Create Your Account

Email <input type="text" value="YOUR_EMAIL@DOMAIN.CA"/>	Confirm Email <input type="text" value="YOUR_EMAIL@DOMAIN.CA"/>	Get access to your benefits information anytime. Membership is FREE for members.
First Name <input type="text" value="SAMPLE"/>	Last Name <input type="text" value="RECORD"/>	
Enter last 4 digits of SSN/SIN <input type="text" value="7777"/>	Date of Birth <input type="text" value="01/04/1980"/>	Need Help? Click here to learn how to create your MemberXG account.
ZIP Code/Postal Code (Postal code format A1A 1A1 capitalized) <input type="text" value="A1A 1A1"/>	Mobile Phone (optional) <input type="text" value="(123) 456-7890"/>	
<input type="button" value="Next"/>		

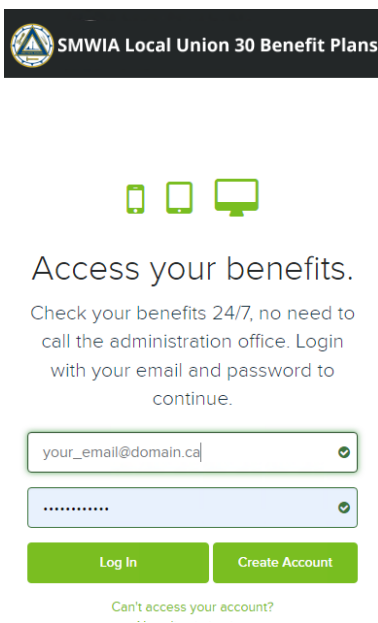
Step 3: Create and confirm your password. Your password must contain a minimum of 12 characters. You can click the “eye” icon on the right side of the bar where you are typing in the password to view and verify what you entered. Choose a password expiration date, **agree to the Terms of Use and Privacy Policy**, and click the “Finish” button to continue.



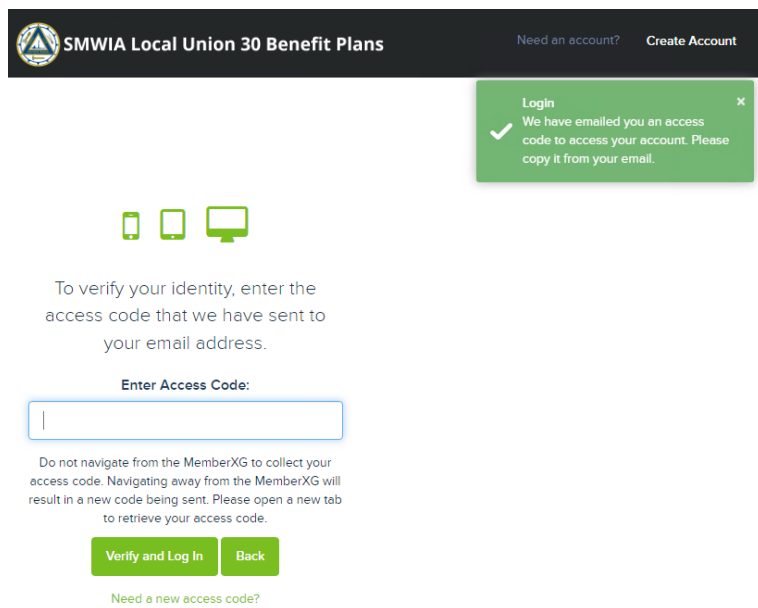
The form is titled "Registration: Create your password". It contains two input fields for "Enter password" and "Confirm password", both with green checkmarks. Below these is a note: "Passwords must be at least 12 characters. Passphrases are encouraged for your security and ease. Special characters, spaces, and numbers may be included. Cannot reuse passwords used within the last 365 days." There is a "Password Expiration" dropdown menu set to "180 days" with a green checkmark. A checkbox is checked with the text "I agree to the Terms of Use and Privacy Policy". At the bottom are two buttons: "Finish" (green) and "Previous" (white).

Step 4: After the registration is complete, your session will be returned to the login page. **Enter your email and password.**

An access code will be sent to your email when you first log in. Copy and paste or type this access code into the Member Portal window to gain access to your online account. ***The access code will expire in 10 minutes.*** You can request another code to be resent if you are unable to enter the code within the required time.



The screenshot shows the login page for "SMWIA Local Union 30 Benefit Plans". It features three device icons (phone, tablet, desktop) and the text "Access your benefits. Check your benefits 24/7, no need to call the administration office. Login with your email and password to continue." There are two input fields: one for email (containing "your_email@domain.ca") and one for password (with a green checkmark). Below are "Log In" and "Create Account" buttons. A link "Can't access your account?" is at the bottom.



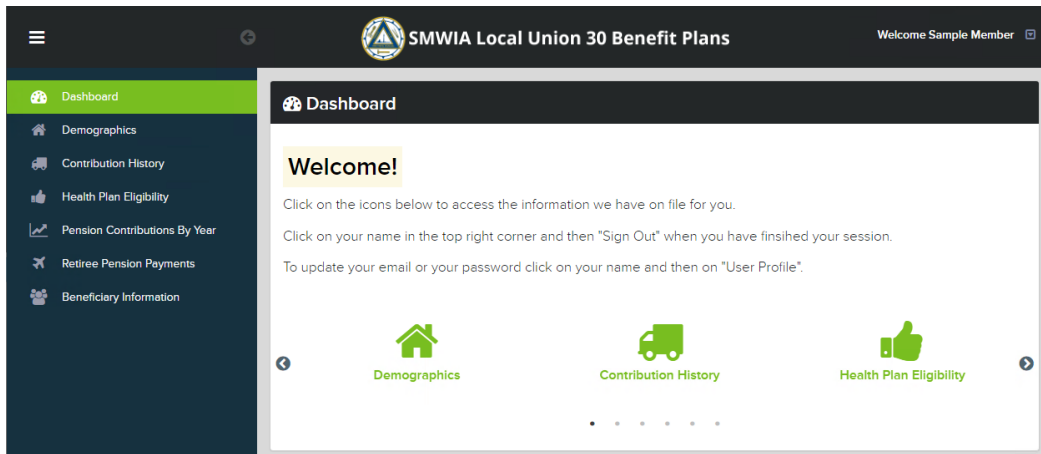
The screenshot shows the access code verification page for "SMWIA Local Union 30 Benefit Plans". It features three device icons and the text "To verify your identity, enter the access code that we have sent to your email address." There is an "Enter Access Code:" input field. Below it is a note: "Do not navigate from the MemberXG to collect your access code. Navigating away from the MemberXG will result in a new code being sent. Please open a new tab to retrieve your access code." There are "Verify and Log In" and "Back" buttons. A link "Need a new access code?" is at the bottom. A green notification box in the top right says "Login We have emailed you an access code to access your account. Please copy it from your email."

The access code is part of the web security practices in place to keep your information secure. You will receive an access code the first time you access the Member Portal for each device you use to log in or if you change your account.

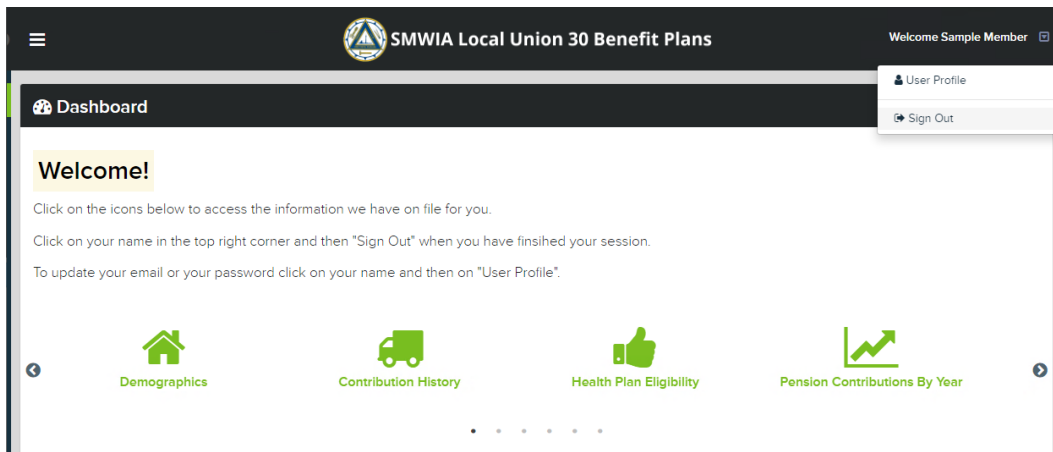
Once you enter your access code, your registration is complete! Please check out the rest of this document to learn more about your new portal.

You will have access to these six pages of information. To learn about these six information pages, see the document "[Sheet Metal Local 30 MemberXG Tutorial.](#)"

1. Demographics
2. Contribution History
3. Health Plan Eligibility
4. Pension Contributions by Year
5. Retiree Pension Payments
6. Beneficiary Information



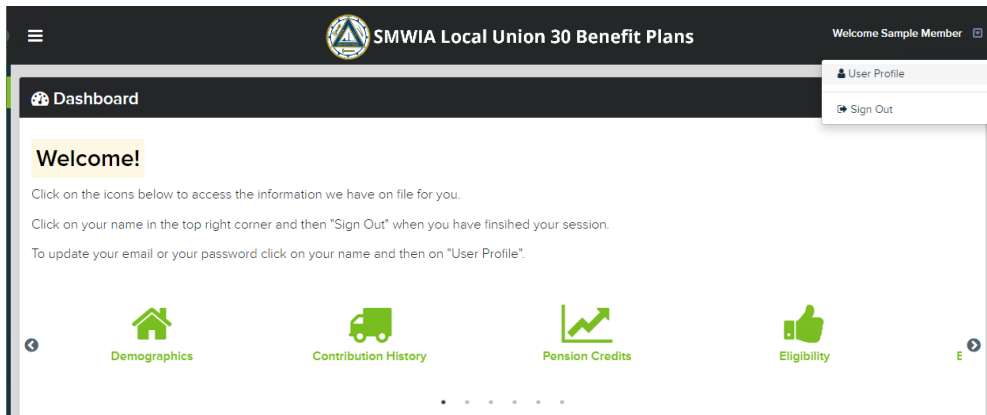
When you are ready to log out, click on your name in the top right corner, click "Sign Out" and close your browser window.



If you have an issue after logging into your account, you can click on "Can't access your account." You will be asked to enter the same information as when you registered to reset your account.

The screenshot shows the 'Can't Access your Account' form. At the top, there is a header with the logo and the text 'SMWIA Local Union 30 Benefit Plans' and 'Already registered? Log In'. Below this is a form with two radio button options: 'I forgot my password' (selected) and 'I forgot my login (email)'. The 'I forgot my password' option has an input field for 'Email Address' with the placeholder text 'your_email@domain.ca' and a 'Next' button.

To change your password, click on your name in the top right corner and click “User Profile.”



You can change your password in the Security Settings tab:

Personal Settings Security Settings

Change Password

Old password

New password

Passwords must be at least 12 characters. Passphrases are encouraged for your security and ease. Special characters, spaces, and numbers may be included. Cannot reuse passwords used within the last 365 days.

Confirm password

Password Expiration

180 days

Update Cancel

If you require assistance or have questions regarding your access, please contact the Plan Administration Office staff at 1-800-263-3564 or by email at info@lu30plan.com. Our full contact listing is on this page: lu30plan.com/contact-information/.