

SHEET METAL WORKERS LOCAL UNION NO. 7, ZONE 2 FRINGE BENEFIT FUNDS

Sheet Metal Workers Local Union No. 7, Zone 2 Health Care Plan
Sheet Metal Workers Local Union No. 7, Zone 2 Pension Plan

Managed for the Trustees by:
TIC INTERNATIONAL CORPORATION

November 2020

TO: ALL PARTICIPANTS OF THE
SHEET METAL WORKERS LOCAL UNION NO. 7, ZONE 2 FRINGE BENEFIT FUNDS

RE: CUSTOMIZED WEB SITE AND ACCESS TO BENEFIT INFORMATION

Dear Participants:

The Trustees of the Sheet Metal Workers Local 7, Zone 2 Fringe Benefit Funds are pleased to announce that you may now access your fringe benefit fund information via the internet. You may visit the customized web site at **www.local7zone2benefits.org** to view and print plan documents, forms and obtain other useful information. You may continue to obtain paper copies of all plan documents from the Fund office and the Local Union.

In order to realize the best compatibility with our programming, we recommend that you download the latest Adobe Acrobat Viewer, at no charge, by visiting the Adobe web site at the following link: **<https://get.adobe.com/reader/>**

Prior to obtaining the Acrobat viewer, in order to assure the best browsing experience, we also recommend confirming that you are using latest version of your preferred web browser.

In cooperation with TIC International Corporation, the Fund Administrator, you may also view your own personal account information via a secured Benefit Inquiry Site. The Benefit Inquiry Site will allow you to verify that the funds have accurate personal information about you and your family. In addition, you can check the Fund's records for up-to-date information regarding employer contributions made in your behalf.

The reverse side of this document explains the procedures you will follow to access and log on to the Benefit Inquiry Site and to obtain a secured password.

We hope that you find this new service easy to use and beneficial when you need to inquire about your current benefit status or to access fund information. Should you have any questions related to web site access, please do not hesitate to contact Greg Smith (517-327-2148) or Jamie Kline (517-327-2149) in the Lansing Fund Office.

Sincerely,

BOARD OF TRUSTEES
SHEET METAL WORKERS LOCAL UNION NO. 7, ZONE 2 FRINGE BENEFIT FUNDS

(continued on reverse side)

6525 Centurion Drive • Lansing, MI 48917-9275
(517) 321-7502 • FAX (517) 321-7508
(866) 887-4338 TOLL FREE
www.local7zone2benefits.org

(continued from reverse side)

To login and create your own BIS account, simply proceed with the following instructions:

- Go to **www.local7zone2benefits.org**
- Click on either the Health or Pension menu in the header.
- Choose Current Benefit Status in the available hyperlinks. This will open either a new web browser window or tab, depending on how your browser is configured.
- In the ID field, type your Social Security Number, using no hyphens or spaces.
- In the Password field, type **D4FMWX5**. (This is a generic password which identifies you as a Sheet Metal participant).
- Click on the Login Button.

This will bring you to the Participant Sign Up page. Provide all of the requested information, which will include the creation of a password hint question and answer (for password recovery) as well as a permanent password of your choosing. The password requirements are provided on that page.

(Tip: We recommend using a simple, one-word answer to your password hint question, which will make it easier to remember and reiterate it later, should the need arise.)

Once you have completed the sign-up process, future logins will utilize your numeric Social Security Number along with your newly created permanent password.

Note: Once you have entered your numeric SSN and a password, if either of these items was incorrect, a Forgot Password link will appear along the left-hand edge of the Sign On screen. You will then be prompted for your Name and SSN. Click the Submit button and your browser will return your secret password hint question to you. Enter the answer exactly as you typed it in when you set up your password, then click on Submit. If you have entered the correct response, your password will be displayed on the next screen.

If you have any difficulties creating your new Benefit Inquiry Site account or logging in, please do not hesitate to contact Greg Smith (517-327-2148) or Jamie Kline (517-327-2149). However, if you have specific questions related to your benefits, please contact the Fund Office toll-free at 866-887-4338 and ask to speak with a claims examiner in either the Health or Pension Department.