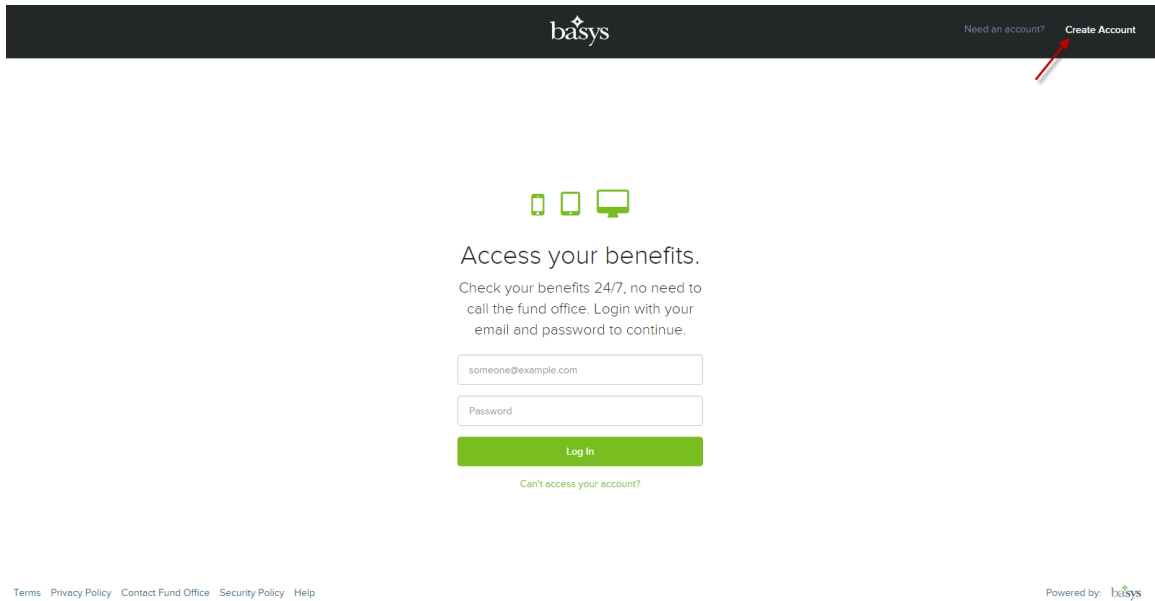


# How to Create Your Member or Dependent Account

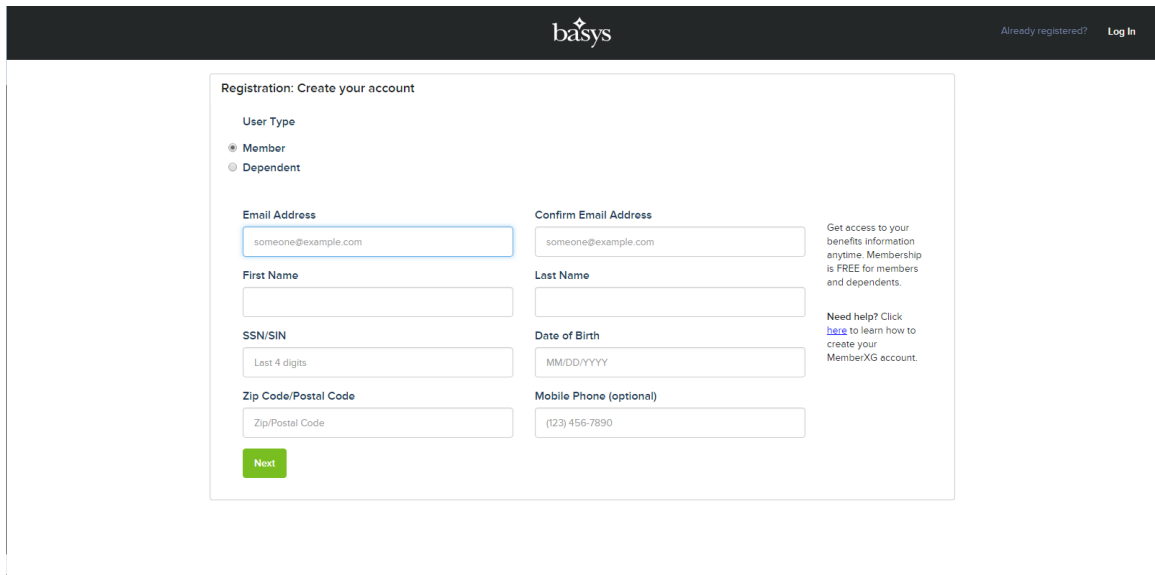
**Note:** If you are using Safari in private browser mode, you will not be able to access the site. Private mode needs to be OFF.

Follow these steps to create your Member or Dependent account.

1. On the initial MemberXG screen, click the **Create Account** box in the upper right corner of the initial MemberXG screen (see following screen example).



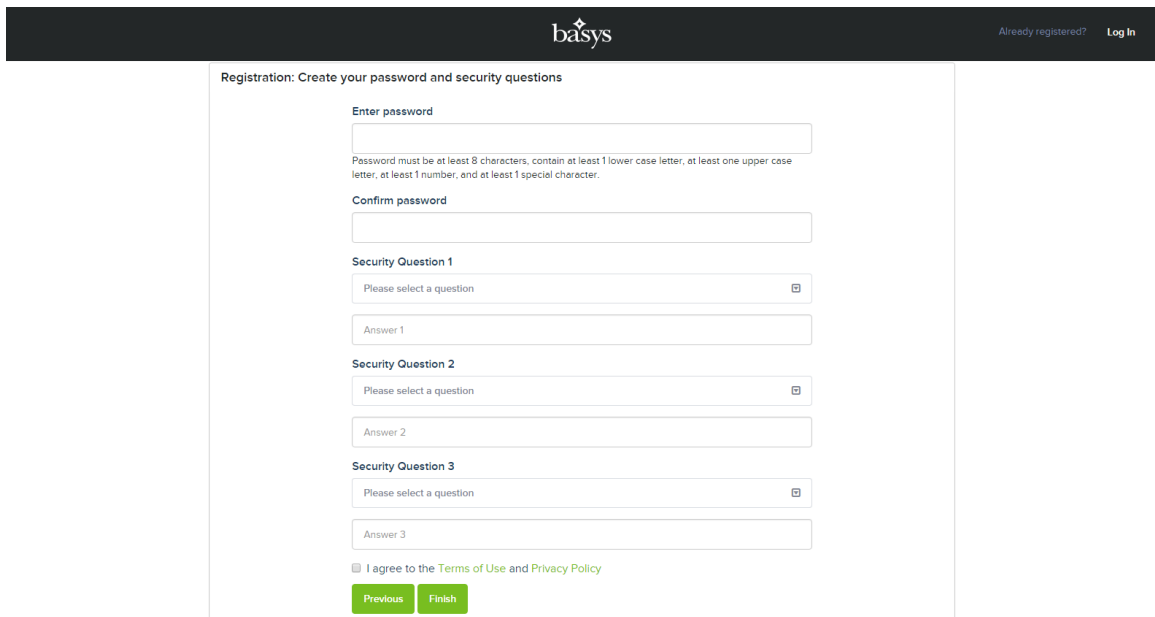
The following screen displays.



2. Enter the following information into the screen.

- User Type—either Member or Dependent
  - Email Address
  - Confirm Email Address
  - First Name
  - Last Name
  - SSN/SIN (last four digits)
  - Date of Birth (MM/DD/YYYY format)
  - Zip Code/Postal Code
  - Mobile Phone number (optional)
3. Click **Next**.

The following screen displays (example).



The screenshot shows the 'basys' registration page. At the top, there is a dark header with the 'basys' logo on the left and 'Already registered? Log In' on the right. The main content area is titled 'Registration: Create your password and security questions'. It contains the following fields and elements:

- Enter password:** A text input field with a placeholder. Below it, a note states: 'Password must be at least 8 characters, contain at least 1 lower case letter, at least one upper case letter, at least 1 number, and at least 1 special character.'
- Confirm password:** A text input field.
- Security Question 1:** A dropdown menu with the placeholder 'Please select a question' and a small square icon on the right. Below it is an 'Answer 1' text input field.
- Security Question 2:** A dropdown menu with the placeholder 'Please select a question' and a small square icon on the right. Below it is an 'Answer 2' text input field.
- Security Question 3:** A dropdown menu with the placeholder 'Please select a question' and a small square icon on the right. Below it is an 'Answer 3' text input field.
- Terms and Policy:** A checkbox followed by the text 'I agree to the Terms of Use and Privacy Policy'.
- Navigation:** Two green buttons labeled 'Previous' and 'Finish' at the bottom.

4. Enter the password, and three **Security Questions** and answers, and select the **Terms of Use** and **Privacy Policy checkbox** (see following screen example).

Registration: Create your password and security questions

**Enter password**  
  
 Password must be at least 8 characters, contain at least 1 lower case letter, at least one upper case letter, at least 1 number, and at least 1 special character.

**Confirm password**

**Security Question 1**  
 What city is your place of birth?

**Security Question 2**  
 What is the name of your first pet?

**Security Question 3**  
 What is your favorite sport?

I agree to the [Terms of Use](#) and [Privacy Policy](#)

[Previous](#) [Finish](#)

5. Click **Finish**,

The account is created, and you are returned to the initial MemberXG screen (see following screen example)

Need an account? [Create Account](#)

**Create Account**  
 Your account was created successfully.

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

[Log In](#)

[Can't access your account?](#)

[Terms](#) [Privacy Policy](#) [Contact Fund Office](#) [Security Policy](#) [Help](#)

Powered by: basys

You will also receive an access code which will be sent to the email that you entered when you created your MemberXG account. **Note:** Each time you log in from a new computer/device, you must enter a new access code.

6. From the initial MemberXG screen, enter the email address you used to set up the MemberXG account and the password, and click **Login**.

7. Enter the access code you received in your email to access the **Dashboard** screen (see following screen example).

