

Your Benefits - Request Username and Password process help.

As you may recall, this Funds Office has the ability to show specific benefit information via the ironnj.com web site. "Your Benefits" is a tool that affords access to benefits information, via the Web to participants of our funds. Participants are able to access benefit related information from our website at any time via the live link "Your Benefits" on the Funds website to view data directly from our database, in a secure fashion. Hence, users can view the status of some of their benefits with up-to-date accuracy.

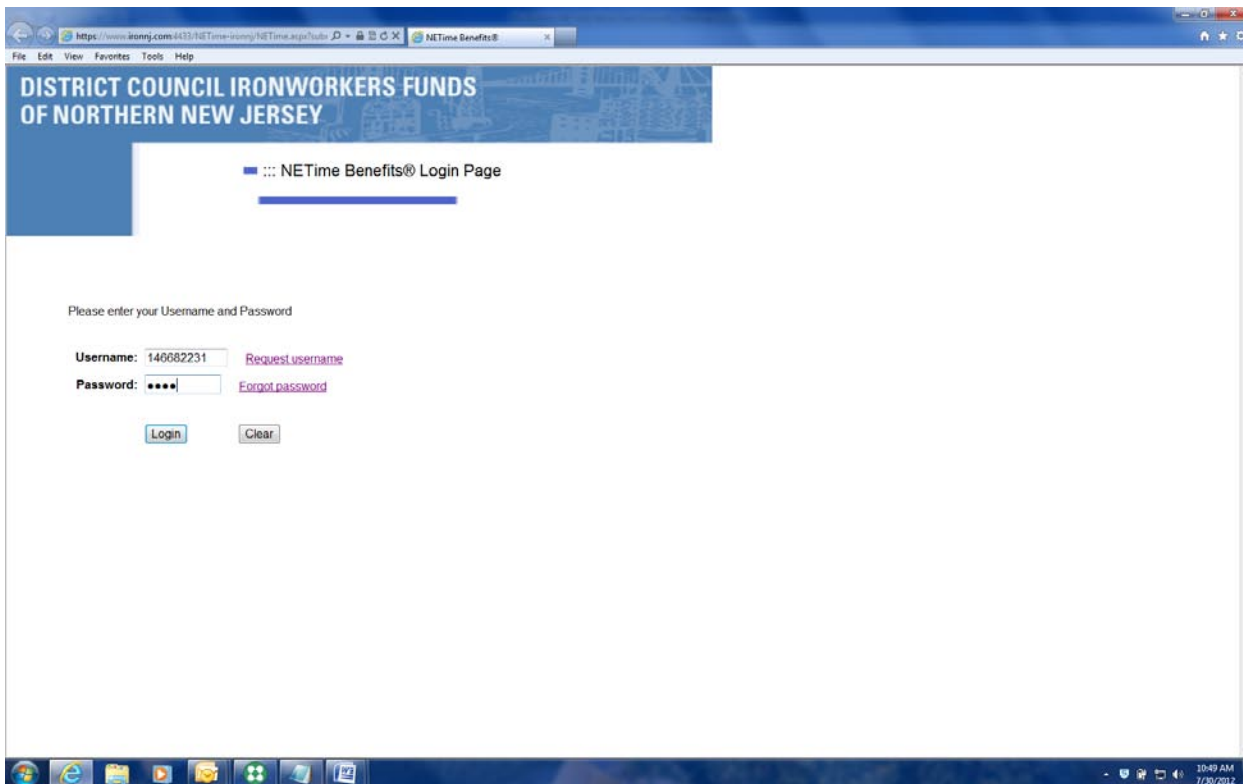
Note: If you try to login three times in a row with the same username and fail, the account associated with that username will be disabled. You will need to request another Username.

No Autofill: The Your Benefits widow does not automatically complete or fill in the Username, Password, or member number fields in login screens. This security feature protects user login information so it does not display when another person uses the same computer to access the Your Benefits section of the Fund Offices web site.

For those participants who currently have a PIN.

A username and password will now be required fields to access the Your Benefits section of ironnj.com the Fund Offices web site. If you don't know or are unable to locate you PIN, please go to the Requesting a Username section of this document.

1. From the Login Page, enter you SSN as your Username and your PIN as your Password and click **Login**.



- You will be prompted to create a new Username and Password. Complete the Registration Page and click **Submit**, you will then enter the upgraded Your Benefits website. You may click **Print this Page** prior to clicking Submit if you wish to keep a copy of your Registration Page information.

Note: Your Username may not be larger than 25 characters and may not contain any special characters (&#!*). Passwords must be a minimum of 8 characters with at least one numeric or special characters (special characters * ? ~ are not allowed).

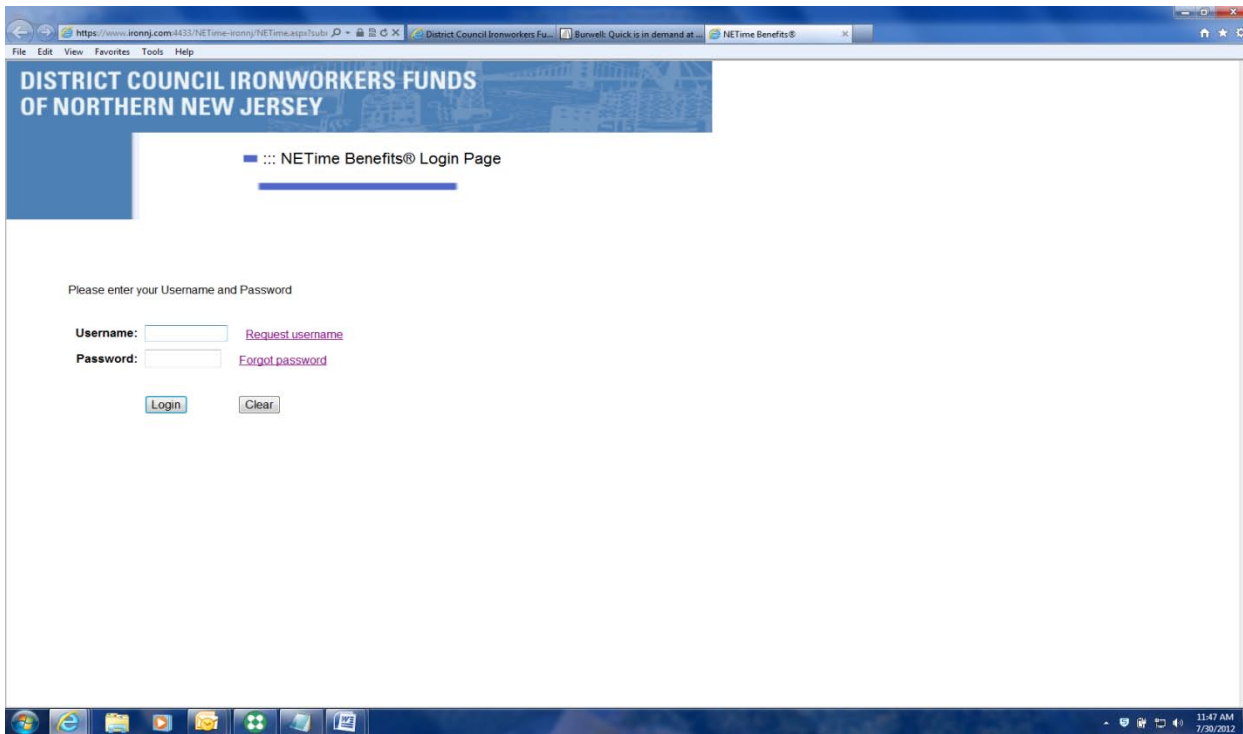
The screenshot shows a web browser window with the URL <https://www.ironj.com/4433/NTime-ibereg/NTime.aspx>. The page title is "DISTRICT COUNCIL IRONWORKERS FUNDS OF NORTHERN NEW JERSEY". The main content area is titled "Registration Page" and contains the following form elements:

- All fields are required** (in red text)
- Create Username:** (with a note: "Username must be a minimum of 6 characters and a maximum of 25. No special characters are allowed.")
- Password:** (with a note: "Password must be a minimum of 8 characters and at least one numeric or special character. Asterisks (*), question marks (?), and tildes (~) are not allowed.")
- Confirm Password:** (with a note: "Note: Passwords are case sensitive.")
- Please select a question that will be used to reset a forgotten password**
- Hint Question:**
- Answer:**
- Buttons: , ,

The Windows taskbar at the bottom shows the system clock as 10:53 AM on 7/30/2012.

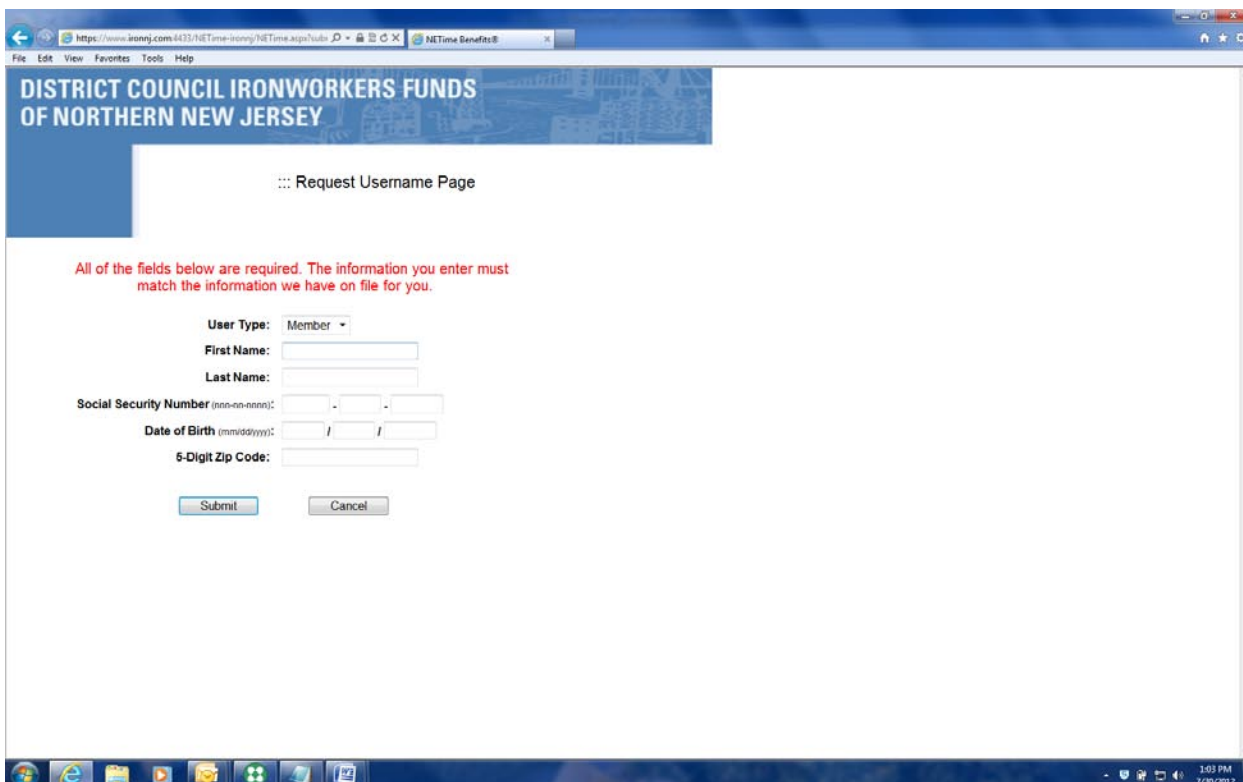
Requesting a Username

1. From the Login Page, click Request username.



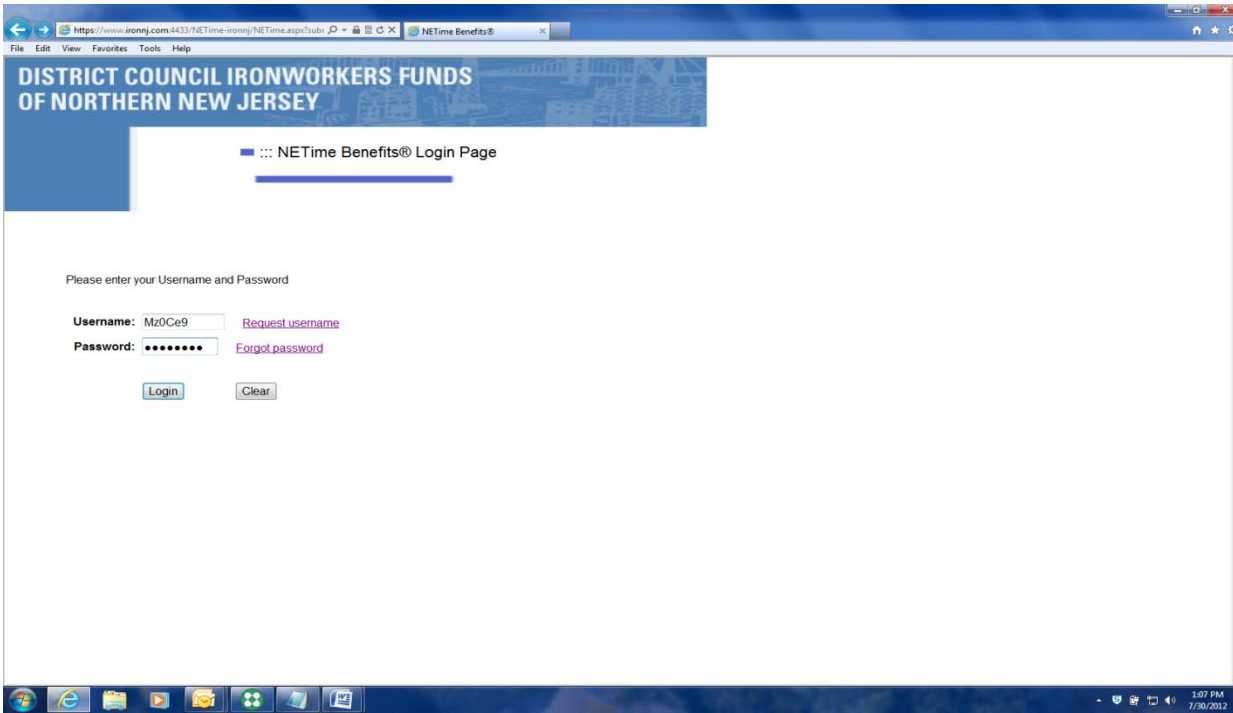
The screenshot shows a web browser window with the URL https://www.ironj.com/4433/NETime-ironj/NETime.aspx?subr_ID. The page title is "DISTRICT COUNCIL IRONWORKERS FUNDS OF NORTHERN NEW JERSEY". The main heading is "NETime Benefits® Login Page". Below the heading, there is a prompt: "Please enter your Username and Password". There are two input fields: "Username:" and "Password:". Next to the Username field is a link "Request username" and next to the Password field is a link "Forgot password". Below the input fields are two buttons: "Login" and "Clear". The Windows taskbar at the bottom shows the time as 11:47 AM on 7/26/2012.

2. Complete the Request Username Page and click **Submit**. If any entry does not exactly match the information on file at the Funds Office, an error will display and you can try again (Example: William vs. Bill). *You may wish to refer to your Benefit Voucher, Vacation Check or Benefit Statement to confirm your information while completing the Page.* A system-generated Username/USERID and Password/PINREQ will be **mailed** to your address on file. You will use this temporary system-generated Username/USERID and Password/PINREQ at the Login Page.



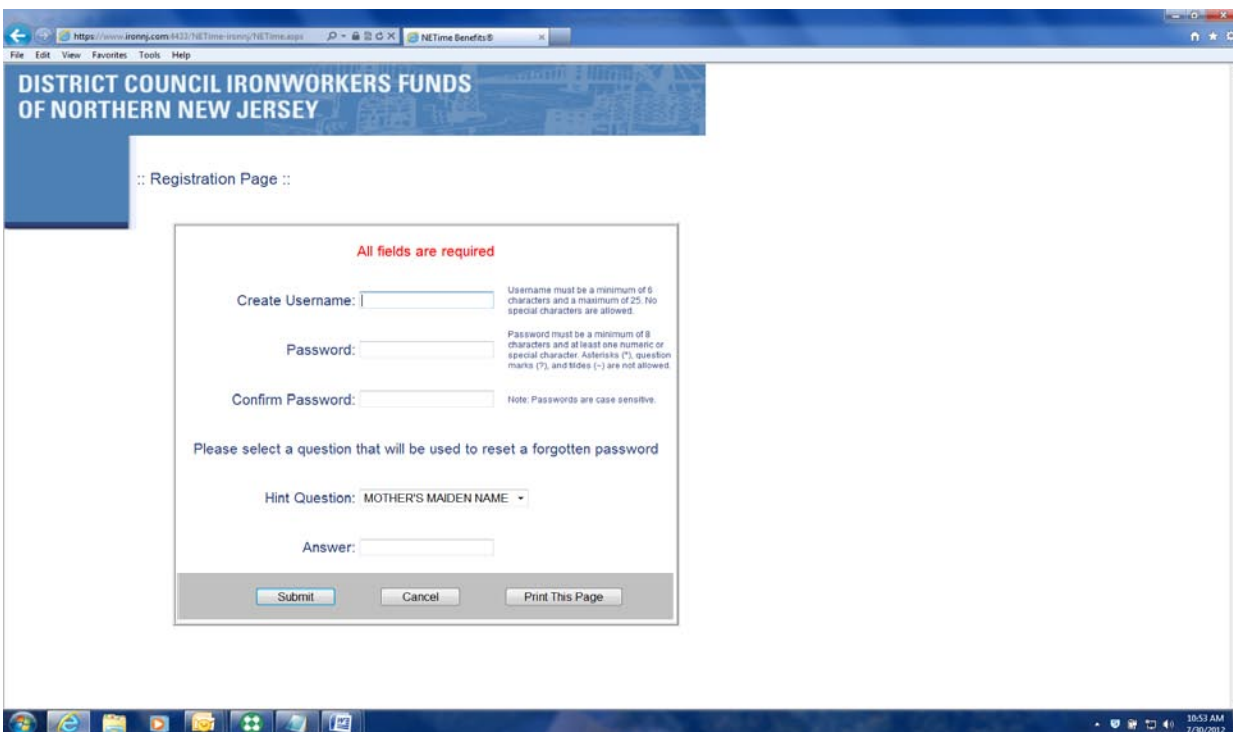
The screenshot shows a web browser window with the URL https://www.ironj.com/4433/NETime-ironj/NETime.aspx?subr_ID. The page title is "DISTRICT COUNCIL IRONWORKERS FUNDS OF NORTHERN NEW JERSEY". The main heading is "Request Username Page". Below the heading, there is a red warning message: "All of the fields below are required. The information you enter must match the information we have on file for you." There are several input fields: "User Type:" (a dropdown menu with "Member" selected), "First Name:", "Last Name:", "Social Security Number (nnn-nn-nnnn):", "Date of Birth (mm/dd/yyyy):", and "5-Digit Zip Code:". Below the input fields are two buttons: "Submit" and "Cancel". The Windows taskbar at the bottom shows the time as 1:03 PM on 7/26/2012.

- After you receive your temporary system-generated Username/USERID and Password/PINREQ in the **mail**, use this at the Login Page to create your own Username and Password. From the Login Page, enter your USERID as your Username and PINREQ as your Password and click **Login**.



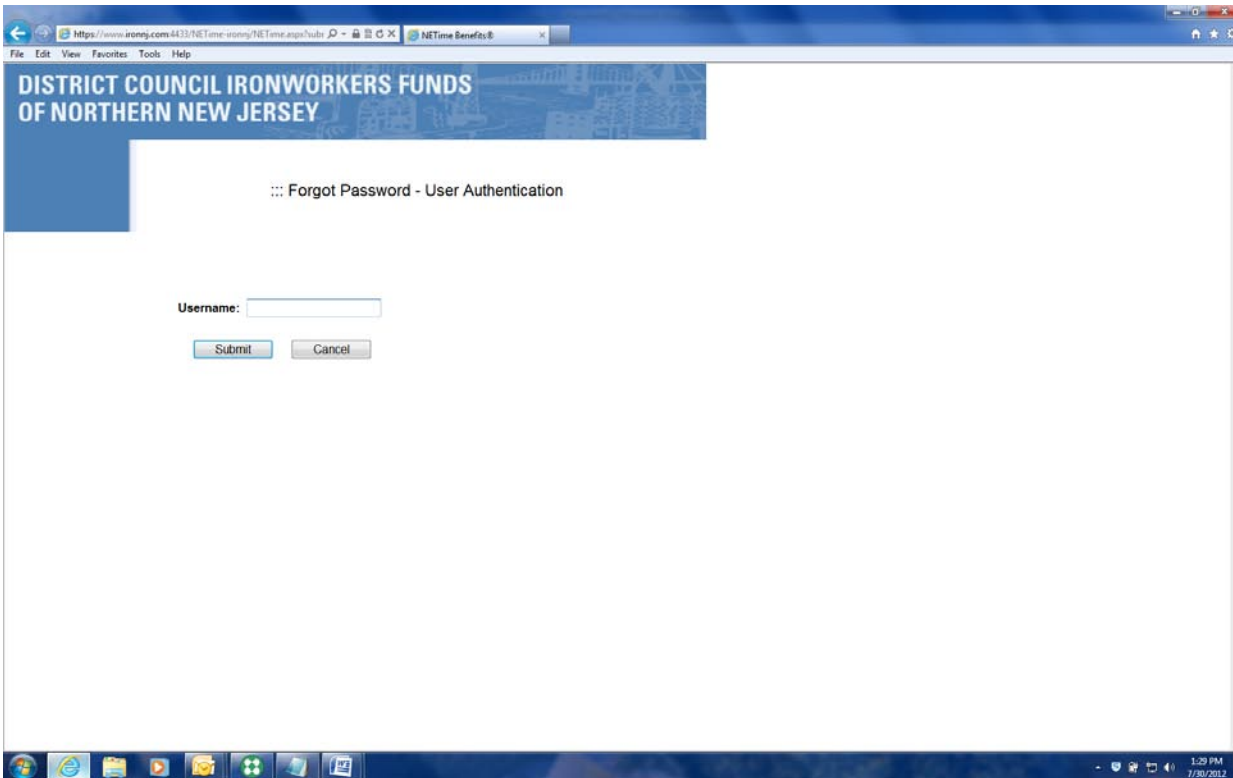
- You will be prompted to create a new Username and Password. Complete the Registration Page and click **Submit**, you will then enter the upgraded Your Benefits website. You may click **Print this Page** prior to clicking Submit if you wish to keep a copy of your Registration Page information.

Note: Your Username may not be larger than 25 characters and may not contain any special characters (&#!*). Passwords must be a minimum of 8 characters with at least one numeric or special characters (special characters * ? ~ are not allowed).



Forgot Password

1. From the Login Page, click Forgot Password.
2. On the Forgot Password – User Authentication Page, type in your Username and click Submit.



The screenshot shows a web browser window with the URL <https://www.ironj.com/4433/NETime-stony/NETime.aspx?subv>. The page title is "DISTRICT COUNCIL IRONWORKERS FUNDS OF NORTHERN NEW JERSEY". The main content area is titled "Forgot Password - User Authentication". It features a "Username:" label followed by a text input field. Below the input field are two buttons: "Submit" and "Cancel". The browser's taskbar at the bottom shows the time as 1:29 PM on 1/30/2012.

3. On the Challenge Question page, type the response to the challenge question, and click Submit. The system will treat upper and lower case letters the same.
 - a. If the response is correct, the Password Reset Page displays. See item 4.
 - b. If the response is incorrect, you will have two more tries to answer it correctly. After a third unsuccessful attempt, your account will be disabled.
4. On the Password Reset Page, type a new password and then retype it to confirm the change. The following rules apply to all passwords.
 - a. It must be at least 8 characters.
 - b. It can be any combination of alpha and numeric characters.