



Teamsters Local 639 – Employers Pension and Health Trust Funds
P.O. Box 99489
Troy, MI 48098-9998
(202) 636-8181
Website: www.ourbenefitoffice.com/teamsterslocal639trustfunds/benefits

Dear Participant:

Enhanced Member Benefit Website

www.ourbenefitoffice.com/teamsterslocal639trustfunds/benefits

The Trustees of the Teamsters Local 639 – Employers Pension and Health Trust Funds (the “Funds”) are pleased to announce a new enhanced Member Benefit website: www.ourbenefitoffice.com/TeamstersLocal639/benefits. This website has designed to provide you with a more effective way to access and manage your pension and health benefits.

The website enables you to obtain basic benefit information about the Funds, review answers to frequently asked questions, access your personal benefit information, and communicate with the Fund Office via e-mail. You can also find helpful links regarding benefits provided by both Funds. If you are in the Pension Fund, you may also get an estimate of your pension benefit. You may also receive a personalized pension benefit statement by contacting the Fund Office.

To access your personal benefit information, such as your benefit elections, work history detail, forms, and Plan documents, log onto www.ourbenefitoffice.com/teamsterslocal639trustfunds/benefits. You will need to register as a new user by clicking the Create an Account link at the top right-hand corner in the Login box. More detailed instructions are shown on the back of this letter. Once you are registered, you can access your personal benefit information by entering your **Username** and **Password**, so please keep these confidential. **Please note, only one username and password is permitted per email address. If more than one person in your family requires website access, each person over the age of 18 must use a different email address.**

Every member, spouse, and dependent over the age of 18 will need to create their own login that will give them access to their own Protected Health Information (PHI). Each person that creates their own username and password will not have their PHI available for viewing by any other user.

Please contact the Fund Office at (202) 636-8181 if you encounter any difficulty logging in, or if you have any questions regarding the Member Benefit website. You can also email the Fund Office directly by using the “Contact Us” section of the website.

Please visit the enhanced Member Benefit website soon and see all that it has to offer!

Boards of Trustees

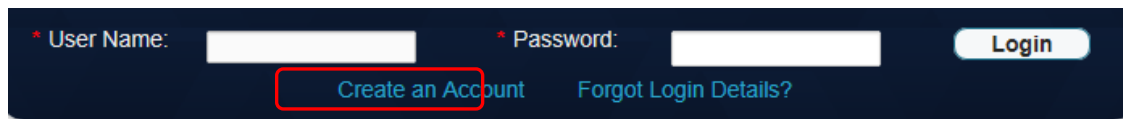
HOW TO REGISTER ON THE WEBSITE

When registering for the first time, please follow these instructions:

- 1) From your computer or mobile device, connect to the Member Benefit website at:

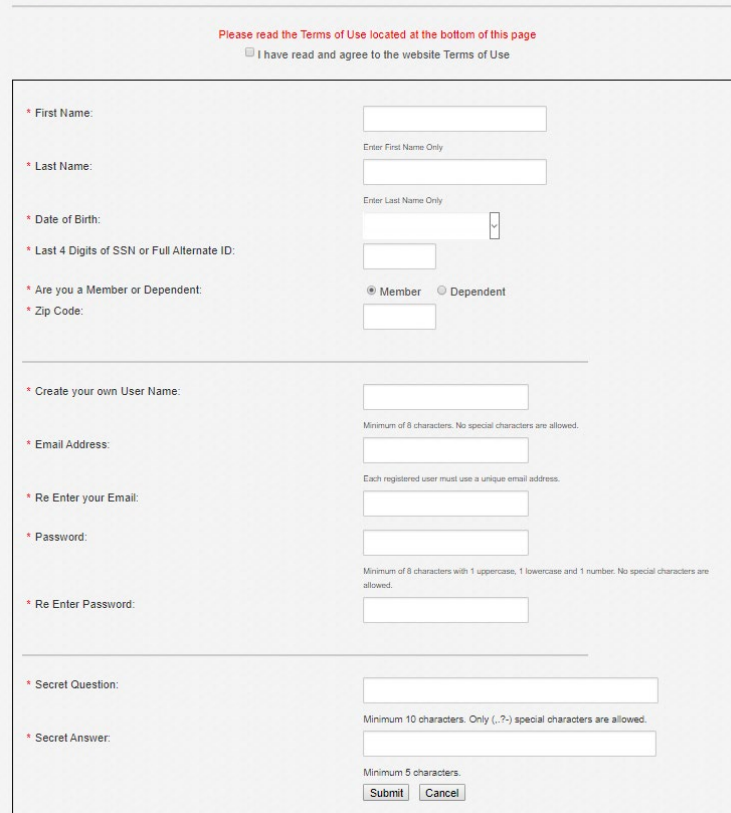
www.ourbenefitoffice.com/teamsterslocal639trustfunds/benefits.

- 2) Locate the Login box in the upper right-hand corner of the screen.
- 3) Click on "Create an Account" to get started.



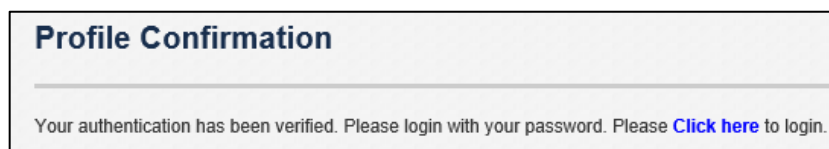
A dark blue header bar containing login and registration options. On the left, there are input fields for "User Name:" and "Password:". To the right of these fields is a "Login" button. Below the "User Name:" field is a "Create an Account" button, which is highlighted with a red rectangle. To the right of the "Create an Account" button is a link that says "Forgot Login Details?".

Registration



A registration form titled "Registration". At the top, it says "Please read the Terms of Use located at the bottom of this page" and includes a checkbox "I have read and agree to the website Terms of Use". The form is divided into two main sections. The first section contains fields for: "First Name:" (with a hint "Enter First Name Only"), "Last Name:" (with a hint "Enter Last Name Only"), "Date of Birth:" (with a dropdown menu), "Last 4 Digits of SSN or Full Alternate ID:", "Are you a Member or Dependent:" (with radio buttons for "Member" and "Dependent"), and "Zip Code:". The second section contains fields for: "Create your own User Name:" (with a hint "Minimum of 8 characters. No special characters are allowed."), "Email Address:" (with a hint "Each registered user must use a unique email address."), "Re Enter your Email:", "Password:" (with a hint "Minimum of 8 characters with 1 uppercase, 1 lowercase and 1 number. No special characters are allowed."), "Re Enter Password:", "Secret Question:" (with a hint "Minimum 10 characters. Only (.,?;) special characters are allowed."), and "Secret Answer:" (with a hint "Minimum 5 characters."). At the bottom of the form are "Submit" and "Cancel" buttons.

- 4) The Registration Screen will display next. Please enter all information, as all fields are required. Once all information has been entered, please click "Submit" on the bottom of the screen.
- 5) After registering you will receive an email notification with a link to confirm your registration. Your email address will also be used in the event you forget your username and password.



A box titled "Profile Confirmation". Below the title, it says "Your authentication has been verified. Please login with your password. Please [Click here](#) to login."