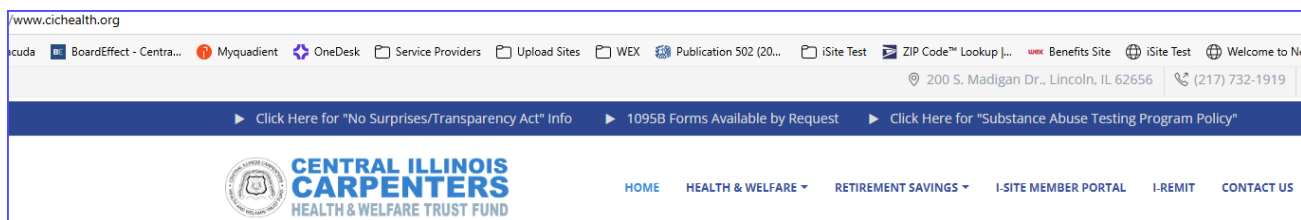
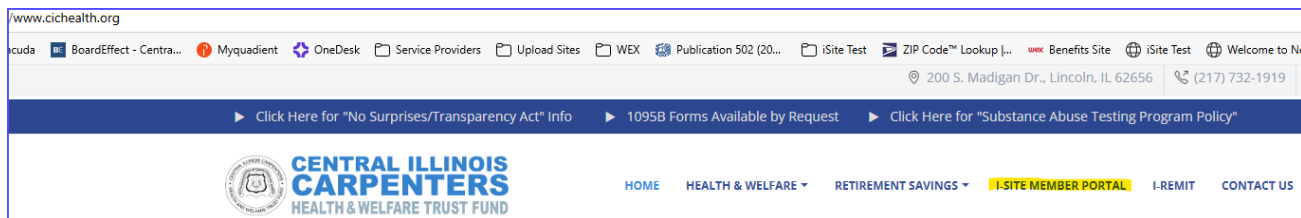


## I-SITE MEMBER PORTAL ACTIVATION INSTRUCTIONS

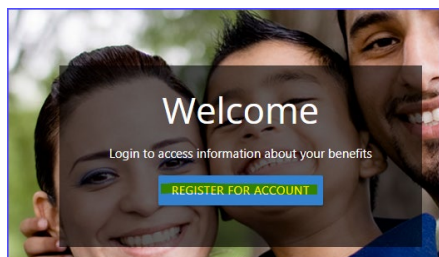
1. Go to [www.cichealth.org](http://www.cichealth.org)



2. Click on **i-SITE MEMBER PORTAL**



3. Click on **REGISTER FOR ACCOUNT**



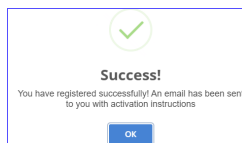
4. The **Register for Access** screen will appear. Complete ALL fields.

A screenshot of the "Register for Access" screen. It has a title "Register for Access" and a subtitle "Enter your information into the fields below to verify your identity and create your account. Only Central Illinois Carpenters Health and Welfare Trust Fund participants can register and log into the website." Below the subtitle, a yellow banner states "All fields are required and must be filled out".

5. Click on **REGISTER FOR ACCESS**

A screenshot of the "Register for Access" screen. It features a blue button labeled "REGISTER FOR ACCESS" at the bottom. Above the button, text reads: "An activation code will be sent to the email address you provide here. You will need to use this activation code to activate your account and login."

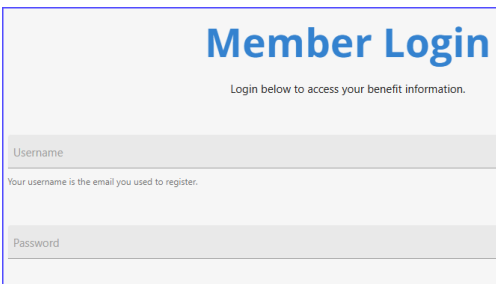
6. The **Success!** Screen will appear.



7. Check your email inbox for a message from [isite@issi-webportal.com](mailto:isite@issi-webportal.com). If the email is not found in your inbox, check your Spam and Trash folders also.

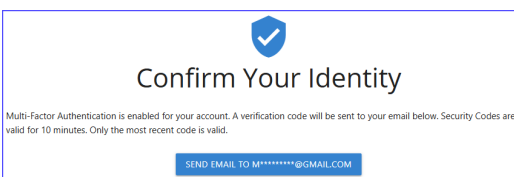
## I-SITE MEMBER PORTAL ACTIVATION INSTRUCTIONS

8. The **Account Activation** screen will appear.
  - Enter Username
  - Enter Password (see instructions on screen for 14 letter/digit password)
  - Enter Activation Code
  - Click Submit
9. The **Activation Successful** screen will appear.
10. Return to [www.cichealth.org](http://www.cichealth.org) and click on **i-SITE MEMBER PORTAL**.
11. On the Member Login screen, enter Username and Password.



The Member Login screen features a light gray background with a blue header. The title "Member Login" is in large blue font. Below it, a smaller line of text says "Login below to access your benefit information." There are two input fields: "Username" and "Password". Below the Username field, a note states "Your username is the email you used to register."

12. The **Confirm Your Identity** screen will appear.



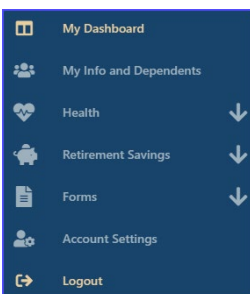
The Confirm Your Identity screen has a white background with a blue shield icon containing a white checkmark. The title "Confirm Your Identity" is in black. Below the title, a paragraph explains: "Multi-Factor Authentication is enabled for your account. A verification code will be sent to your email below. Security Codes are valid for 10 minutes. Only the most recent code is valid." At the bottom, there is a blue button with white text that says "SEND EMAIL TO M\*\*\*\*\*@GMAIL.COM".

13. Check your email for a message from **isite@issi-webportal.com**.
14. Enter the MFA code in the portal.
15. The Dashboard will now appear and provides a high level of information.



The dashboard header features the Central Illinois Carpenters Health & Welfare Trust Fund logo on the left, which includes a circular seal and the text "CENTRAL ILLINOIS CARPENTERS HEALTH & WELFARE TRUST FUND". Below the logo, the word "Dashboard" is displayed in a light gray box.

16. For more detailed information on your account, use the left navigation bar.



The left navigation bar is a dark blue vertical sidebar. It contains several menu items, each with an icon and text: "My Dashboard" (house icon), "My Info and Dependents" (people icon), "Health" (heart icon), "Retirement Savings" (piggy bank icon), "Forms" (document icon), "Account Settings" (gear icon), and "Logout" (exit door icon). Each item has a small white arrow pointing down to its right.