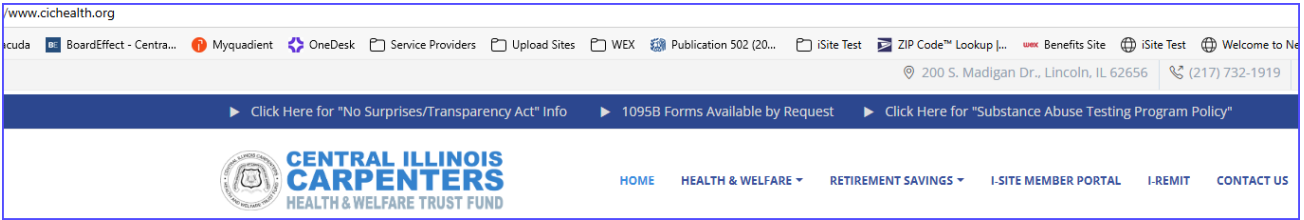
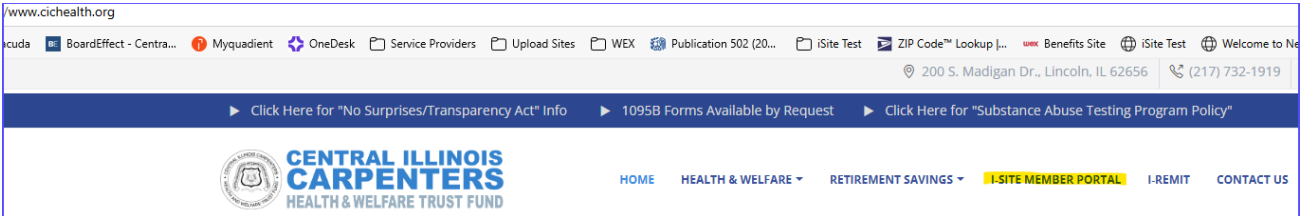


## I-SITE MEMBER PORTAL ACTIVATION INSTRUCTIONS

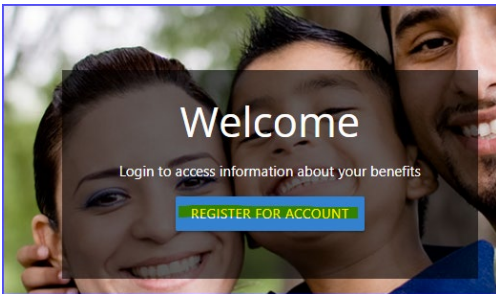
1. Go to [www.cichealth.org](http://www.cichealth.org)



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



3. Click on **REGISTER FOR ACCOUNT**



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

### Register for Access

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.

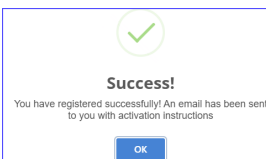
**All fields are required and must be filled out**

5. Click on **REGISTER FOR ACCESS**

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.

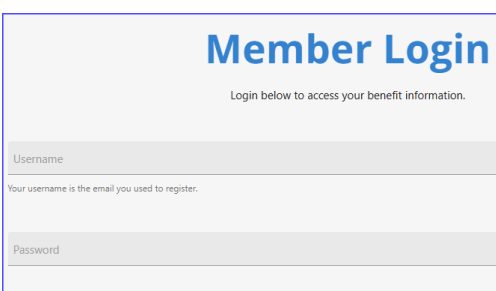
**REGISTER FOR ACCESS**

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



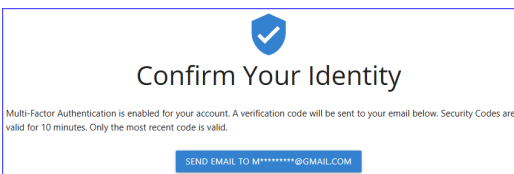
## I-SITE MEMBER PORTAL ACTIVATION INSTRUCTIONS

7. Check your email for a message from **isite@issi-webportal.com**.
8. The **Account Activation** screen will appear.
  - Enter Username
  - Enter Password
  - Enter Activation Code
  - Click Submit
9. The **Activation Successful** screen will appear.
10. Return to **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.



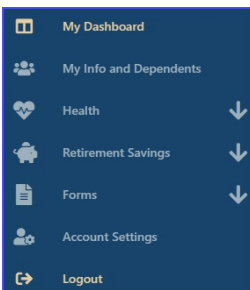
The Confirm Your Identity screen has a white background with a blue shield icon containing a checkmark at the top. The title "Confirm Your Identity" is in black. Below the title, a message reads: "Multi-Factor Authentication is enabled for your account. A verification code will be sent to your email below. Security Codes are valid for 10 minutes. Only the most recent code is valid." At the bottom, there is a blue button with the text "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 screen features a white background with a blue header. On the left, there is a logo for "CENTRAL ILLINOIS CARPENTERS" with "HEALTH & WELFARE TRUST FUND" below it. The word "Dashboard" is centered 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 a right-pointing arrow: "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).