



## MILLWRIGHTS LOCAL 1102 SUPPLEMENTAL PENSION FUND

Managed for the Trustees by TIC INTERNATIONAL CORPORATION  
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**TO: ALL PARTICIPANTS OF THE MILLWRIGHTS LOCAL 1102 SUPPLEMENTAL PENSION FUND**  
**RE: SECURE DOCUMENT UPLOAD THROUGH THE PLAN'S CUSTOMIZED WEBSITE**

Dear Participants:

The Trustees of the Millwrights Local 1102 Supplemental Pension Fund are pleased to announce that you may now submit documents through the Plan's secure website.

As you know, you can access your fringe benefit fund information via the internet by visiting the customized website at [www.millwrights1102benefits.org](http://www.millwrights1102benefits.org), where you can view and print communications, forms and obtain other useful information. You may continue to obtain paper copies of all plan documents from the Fund Office.

In cooperation with TIC International Corporation, the Plan Administrative Manager, you may also view your personal account information via a secured Benefit Inquiry Site (BIS). The BIS will allow you to verify that the Plan has accurate personal information about you and your family. In addition, you can check the Plan's records for up-to-date information regarding your employer contributions made in your behalf.

Once you are in the customized website, select Current Benefit Status under the Supplemental Pension menu. This will direct you to the TIC International Corporation Benefit Inquiry Site. You will need to sign in using your own ID and Password. We have included an explanation of how to create your BIS account on the reverse side of this document, if you have not already done so.

Should you have any questions related to website access, please contact Greg Smith (517-327-2148) or Jamie Kline (517-327-2149) in the Fund Office. However, for questions related to your benefits, please contact the Fund Office, toll-free, at 888-228-6700 and ask to speak with a claims examiner in the Supplemental Pension department.

### SECURE DOCUMENT UPLOADS PROCEDURE:

- Begin at the Fund's customized website, [www.millwrights1102benefits.org](http://www.millwrights1102benefits.org), click on the Supplemental Pension menu, then click on Current Benefit Status.
- Once you arrive at the Benefit Inquiry Site login screen, enter your ID and Password. (See the reverse side of this document for instructions on how to create an account if you do not yet have one.)
- When you arrive at the Employee Menu, click on Secure Document Uploads to launch that screen.
- Open the pick list for Department and choose the appropriate destination (i.e. Sup Pension).
- Feel free to type Subject and Message information you wish to convey to the claims examiner reviewing your documents.
- **We recommend scanning your documents in PDF (Adobe Acrobat) format, using Black & White "quality", to keep your file size to a minimum. When scanning in PDF, most scanners also allow you to create multi-page documents so you would only need to upload one file containing all of your scanned pages.**
- **Be sure to preview your scans using your computer or mobile device. If they are clear and legible to you, they will be clear and legible to our claims examiners.**
- Note in the screenshot to the right that we have provided five "Attached File" upload slots. Click Browse, navigate to the file you wish to send and queue the file for transmission. Repeat this process for as many files as you wish to send.
- If you enter your email address before sending your file(s), our system will send you a confirmation code confirming that your files were delivered.
- Click Upload Files to complete the process.

*File delivery time is typically 5 to 10 minutes, depending on the size.*

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**BIS Menu**  
• Terms & Conditions  
• System Maint. Schedule  
• Home

**BENEFIT INQUIRY SITE** - For - **Current Benefit Status**

ID:   
PASSWORD:

**Employee Menu**

- Name/Address/Birthdate
- Contribution Information
- Vacation Information
- Supplemental Unemployment Benefit Plan
- Supplemental Unemployment
- Claim File Uploads
- **Secure Document Uploads**
- Direct Deposit History
- Back To Search
- Eligibility Information
- Health Care Hours
- Pension History Information
- Employee List
- Special Fund Information
- Claims Submission History
- Log Off System

**SECURE DOCUMENT UPLOADS**

Mem ID:  DEPARTMENT:

Name:  SUBJECT:

View Document Upload History MESSAGE:

Department & Email Administration

PHONE (IF YOU WISH TO BE CONTACTED):

OPTIONAL: Enter Your Email Address:  (A confirmation email will be sent to you)

Please select the files that you wish to attach with this message:

PLEASE NOTE: In regards to Pension submissions, original versions of the Request for Application and Application documents must be sent by mail to the Fund Office and cannot be uploaded electronically.

Attached File 1:

Attached File 2:

Attached File 3:

Attached File 4:

Attached File 5:

Below are your instructions for creating your own Benefit Inquiry Site (BIS) account, for viewing your benefit information for the Plumbers and Pipefitters Local 172 Fringe Benefit Funds.

- Begin by logging in to the customized web site at **www.millwrights1102benefits.org**
- Position your mouse over the Supplemental Pension link at the top of the screen. This will expose the available hyperlinks within the site.
- Choose Current Benefit Status in the available hyperlinks. This will open either a new web browser window or tab, depending on how your web browser is configured.
- In the ID field, type your Social Security Number, using no hyphens or spaces.
- In the Password field, type **CBC855J**. (This is a generic password used only the first time you log in).
- Click on the Login Button.

This will take you to the Participant Sign-up Screen.

Provide all of the requested information; which will include your First Name, Middle Initial, Last Name and Mother's Maiden Name.

As part of the sign-up process, you will create a permanent password of your choosing, which will be used for future logins. The password policy requires:

- Minimum length of 8 characters
- Maximum length of 15 characters
- Must use three of four of the following types of characters: Lower-case letters, upper-case letters, numbers and select symbols such as !@#\$\$%^&\*(){}[]

Additionally, you will be asked to create a password hint question and answer, which will be your means of retrieving your password should you ever forget it. NOTE: We recommend using a one-word answer to make it more concise.

After entering all of the information above, click the Sign-up button to complete the process. This will return you to the original login screen.

Future logins will utilize your numeric Social Security Number, along with your newly created permanent password.

Note: In the event that you forget your password, click on the Forgot Password link on the main Sign On screen. You will then be prompted for your Name and SSN#. Click the Submit button and your browser will return your secret question to you. Enter the answer exactly as you typed it in when you set up your password. Once again, click on submit, and if you have entered the correct response, your password will be displayed on the next screen.

If you have any difficulties logging in, please do not hesitate to contact  
Greg Smith (517-327-2148) or Jamie Kline (517-327-2149) in the Lansing Fund Office.

However, if you have specific questions related to your benefits,  
Please contact the Fund Office at (888) 228-6700 and speak the appropriate department.