REGISTERING FOR YOUR MEMBER ACCESS AND ONLINE OPEN ENROLLMENT ACCESS

1. Visit Central Laborers' website at www.central-laborers.com

2. Locate and click on the link, **"HEALTH/WELFARE PORTAL"**, on the right of the home page, which will take you to a login page.

3. On the login page, locate the **"New Member/Dependent Registration"** link and click on it. Then, complete the registration form.
   - Please note, your member ID is the number that is on your benefit cards. That number begins with 803 or 757 and will be 9 digits long.
   - Please note, you must enter your first name as it appears on your ID cards or on the mailing label from your Open Enrollment Packet.

4. Once you have completed the form and submitted your information, access your email and retrieve your one-time system generated password. The email you receive will be from HIPAAScheduler@BeaconSpyGlass.com.

5. Click on the link located in the email, log in using your user name and one-time login password provided in the email and you will be prompted to change your password. Please note, passwords are case sensitive, including the one in the email.

6. Close all your browsers.

7. Return to the Central Laborers' website at www.central-laborers.com

8. Click on the **"HEALTH/WELFARE PORTAL"** link, log in to your newly set up account and complete the Open Enrollment Online Form.

If you have any difficulty or need assistance, please contact the Fund Office by calling 1-800-252-6571