



# GREATER KANSAS CITY LABORERS FRINGE BENEFIT FUNDS

Managed for the Trustees by:

**TIC INTERNATIONAL CORPORATION**

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**TO: ALL PARTICIPANTS OF THE GREATER KANSAS CITY LABORERS  
WELFARE FUND**

**RE: ACCESS TO FUND INFORMATION VIA THE INTERNET**

Dear Participant:

To login and create your own Benefit Information System (BIS) account, simply proceed with the following instructions:

- ❖ Connect to the Greater Kansas City Laborers' Fringe Benefit Funds web site at the following address: [www.kclaborersbenefits.org](http://www.kclaborersbenefits.org).
- ❖ Click on the Plan of choice (Health Care, Pension or Vacation).
- ❖ Click on the **Current Benefit Status**. You will be redirected to the secured website of TIC International Corporation.
- ❖ In the ID box, type your **Social Security Number**.
- ❖ In the password box, type **RN26XP9** (This is a *generic* password that will only be used the first time you Login. You will be asked to create your own password for future use).
- ❖ Click on the **Login** Button.
- ❖ You will then be prompted to select a **unique password** and a **secret question** for use in case you lose your password. *Example:*

|                              |   |
|------------------------------|---|
| <b>First Name:</b>           | <u>John</u> (enter your first name here)  |
| <b>Last Name:</b>            | <u>Smith</u> (enter your last name here)  |
| <b>Middle Initial:</b>       | <u>M</u> (enter your middle initial here)   |
| <b>Mother Maiden Name:</b>   | <u>Johnson</u> (enter your mother's maiden name here)                             |
| <b>New Password:</b>         | _____ (enter a password of your choosing here)                                    |
| <b>Confirm New Password:</b> | _____ (again enter the same password here)  |
| <b>Secret Question:</b>      | <u>Who was my 1<sup>st</sup> grade teacher?</u> (Choose a question to enter here) |
| <b>Answer:</b>               | <u>Michaelson</u> (Answer to question you asked above)                            |

- ❖ After entering the above information, click the **Sign Up** button and you will be taken back to the original login screen.
- ❖ In the username box, type your **Social Security Number**.
- ❖ In the password box type the **new password** you created.
- ❖ Click on the Login Button and you will be taken to the **Employee Menu**.

You will now have access to the benefit information screens. On all subsequent logins please use the new password you created.

**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 **social security number**. After clicking on the **submit** button 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.