

Register for a Participant Account Quick Reference



TIPS

Before You Begin

You will need to know the following information:

- SSN or Member ID
- First and Last Name (as it appears in our system)
- Date of Birth

Mandatory Questions

Look for mandatory questions marked with an asterisk (*).

Password Rules

The password is case sensitive and must have a:

- Minimum of **8** characters
- Maximum of **20** characters
- Minimum of **3** alphanumeric characters
- Minimum of **1** numeric character
- Minimum of **1** upper case (capital) letter.

STEP 1

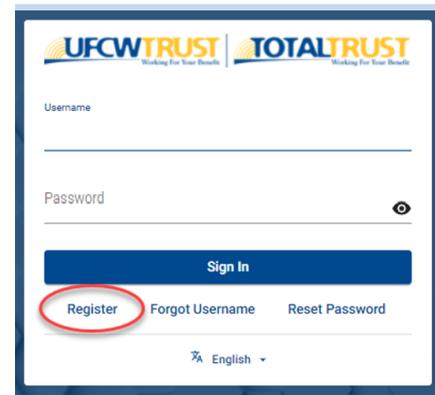
Access UFCW Website

To access the UFCW Trust website:

1. Open your web browser and go to www.ufcwtrust.com.
2. Select **ACCESS YOUR ACCOUNT > PARTICIPANT LOGIN**.



3. At the bottom of the Login screen, click **Register**.



STEP 2

Register for an Account

To register for an account:

The Account Setup pages walk you through the following 6 steps:

1. Review the **Terms of Use and Privacy Policy** and click **Accept** to continue.
2. Indicate if you are registering as a **Member** or **Spouse/Domestic Partner**.
3. Provide your **SSN or Member ID**, **First and Last Name**, and your **Birth Date**, then click **Next**.
4. Create a unique **user name** and **password** and click **Next**.
5. Select three (3) security questions, and provide an answer for each, then click **Next**.
6. You have successfully created an account. Click **Complete**.
Continue to **Step 3. Complete 2-Factor Authentication**.

STEP 3

Complete 2-Factor Authentication

To complete the 2-Factor Authentication:

In order to protect your account, we need to send you an authentication code. On the **Two-Factor Authentication** tab, you need to indicate the method in which you want to receive your authentication code. Such as: email, voice (phone call), or text message (data rates may apply).

1. Select your **delivery method**. The system will send you an authentication code to the method you choose here.
Once you make your selection, the page expands and now displays the **Authentication Code** field.
2. If you choose Voice, you will get an automated phone call, which will provide the code. Otherwise, check your text messages or email to get the authentication code.
3. If you do not have access to the phone numbers or email address listed in this step, you will need to contact the Trust Fund Office directly to update your contact information in our system. Please call (800) 552-2400.
4. Enter the **authentication code** in the provided field.
Note: If you do not receive an authentication code, click **Resend Code**.
5. Click **Next**.

STEP 4

Complete First Time Steps

To complete the First Time Steps:

After completing the Account Setup, you are brought to the **First Time Sign In Info** pages, where you will review and edit (if needed) your address, contact information, and notification preferences.

1. Review the **Address** page. Here, you can make any necessary edits to your address, or add an additional address, if needed. Then, click **Next** to continue.
2. On the **Contact** page, review the Home and Cell phone numbers. Make changes where needed.
3. Use the **Primary Phone** slider under the correct phone type to indicate which phone is your primary phone.
4. Ensure the correct **email address** is shown, and that it is set as the Primary Email. Then, click **Next**.
5. Ensure all your data is displayed correctly on the Confirmation page. Review one last time, then click **Confirm**, when ready.

Note: If there are discrepancies on the Confirmation page, use the previous button to make your changes.

STEP 5 Verify Email and Phone Numbers

To verify your email and phone numbers:

1. From the **MY INFO** tab in your account, go to the **Contact Info** section. *See image to the right.*
2. Under your phone number(s), click **Not Yet Verified**. Follow the screen instructions to get an authentication code.
You will be sent an authentication code.
3. Enter the **Authentication Code**.
4. Click **Authenticate**. The window is closed, and the Contact Info section now shows your phone number as *Verified*.
5. Under your email address, click **Not Yet Verified** under your email. Follow the screen instructions.
6. When you receive the authentication code, enter it into the provided field and click **Authenticate**.

Contact Info		Edit	?
Cell Phone - (Primary)	US (999) 555-1234	Email - (Primary)	myemail@work.com
Not Yet Verified		Not Yet Verified	

Cell Phone - (Primary)	US • (999) 555-1212	✓ Verified	Email - (Primary)	myemail@work.com	✓ Verified
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Congratulations! You are ready to use your account features.