



# MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN



TO: ALL PARTICIPANTS OF THE MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN

RE: CUSTOMIZED WEB SITE AND ACCESS TO BENEFIT INFORMATION

Dear Participants:

The Trustees of the Michigan Electrical Employees' Health Plan "Plan" are pleased to announce that you may now access your fringe benefit fund information via the internet. You may log on to the customized web site at <http://www.mielectricalhealth.org> to view and print plan documents, forms and obtain other useful information. You may continue to obtain paper copies of all plan documents from the Fund office and the Local Union.

In order to realize the best compatibility with our programming, we recommend that you download the latest Adobe Acrobat Viewer, at no charge, by visiting the Adobe web site at the following link:  
<https://get.adobe.com/reader>

Prior to obtaining the Acrobat viewer, we also recommend confirming that you are using latest version of your preferred web browser, to provide the best access experience. Our site has been tested with popular browsers such as Apple Safari, Google Chrome and Microsoft Edge as well as mobile browsers.

In cooperation with TIC International Corporation, the Plan Administrative Manager, you may also view your own personal account information via a secured Benefit Inquiry Site. The Benefit Inquiry Site 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 employer contributions made in your behalf.

The reverse side of this document explains the procedures you will follow to access and log on to the Benefit Inquiry Site and to obtain a secured password.

Please note that if you previously signed up for a Benefit Inquiry Site account for the Michigan Electrical Employees' Pension Fund and have recently logged on to that site to confirm that the account is still valid, you may view your benefit information through that same site using the same login credentials; it will not be necessary to create another account.

We hope that you find this new service easy to use and beneficial when you need to inquire about your current benefit status or to access Plan information. Should you have any questions related to web site access, please do not hesitate to contact Greg Smith in the Lansing Fund Office at (517) 327-2148. However, if you have specific questions related to your benefits, please contact the Fund Office through their toll-free number, (855) 633-4584, and speak with an individual in the Claims Department.

Sincerely,

BOARD OF TRUSTEES  
MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN  
(please see reverse side)

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Managed for the Trustees by: TIC INTERNATIONAL CORPORATION  
6525 Centurion Drive • Lansing, MI 48917-9275  
517-321-7502 • Toll-Free 855-633-4584 (855-MEE-HLTH) • FAX 517-321-7508  
[www.mielectricalhealth.org](http://www.mielectricalhealth.org)

(continued from reverse side)

Below are your instructions for creating your own secure Benefit Inquiry Site (BIS) account, for viewing your benefit information for the Michigan Electrical Employees' Health Plan "Plan".

As a reminder, if you are also a participant of the Michigan Electrical Employees' Pension Fund, and you had previously created a viewing account for the Pension Fund and know that the account is still valid, you may log in to view your Health Plan benefits using that same account. It is not necessary to create a new account.

- Begin by logging in to the customized web site at **<http://www.mielectricalhealth.org>**
- Position your mouse over the Health 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 **E5NAC8K**. (This is a generic password used only the first time you log in).
- Click on the Login Button.

You will then be prompted to select a unique password and a secret question in case you lose your password.  
Example:

First Name: John

Last Name: Smith

Middle Initial: I

Mother Maiden Name: Jones

New Password: \_\_\_\_\_ (6-12 characters total, must use alpha and numeric characters)

Confirm New Password: \_\_\_\_\_

Secret Question: Who was my 1st grade teacher (You must choose a question to enter here.)

Answer: Michalson (Answer to question you asked above)

*(Tip: Using a simple, one-word answer to your security question, will make it easier to remember and reiterate it later, should the need arise.)*

- After entering the above information, click the Sign Up Button and you will return to the original login screen.
- In the ID field, type your Social Security Number.
- In the Password field, 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. For all future logins, please use the new password you just 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. 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 in the Lansing Fund Office at (517) 327-2148. However, if you have specific questions related to your benefits, please contact the Fund Office through their toll-free number, (855) 633-4584, and speak with an individual in the Medical Claims Department.