



MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN



March 2013

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

**RE: ELECTRONIC SPECIAL FUND PAYMENT REQUEST THROUGH
THE PLAN WEBSITE**

Dear Participants:

The Trustees of the Michigan Electrical Employees' Health Plan "Plan" are pleased to announce that you may now submit claims to the Special Fund through the Plan's secure website.

As you know you can 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 Plan Office.

Once you are in the customized web site, select "Current Benefit Status" under Health. You will be directed to the TIC International Corporation Benefit Inquiry Site. You will need to sign in using your own ID# and password. Enclosed is also an explanation of how to access the Customized Website if you have not yet done so. On the Benefit Inquiry Site, under the Employee Menu, you will select "Claim File Uploads". In order to submit your claims through the website you will first need to scan the claims. Once the claim has been scanned to your own system, simply use the browse button and locate your claim. Once you have located your claim select the "Upload Claim Files" button and your claim will be sent to the Fund Office. You will receive confirmation and a transaction number indicating that the claim file load was successful.

If you have any questions regarding this information please do not hesitate to contact the Fund Office.

Sincerely,

**BOARD OF TRUSTEES
MICHIGAN ELECTRICAL EMPLOYEES' HEALTH PLAN**

(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.