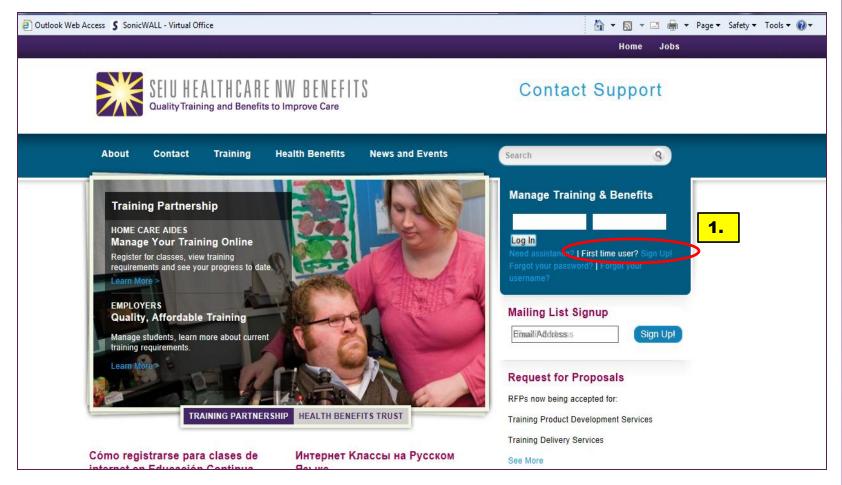


WELCOME!!!

SEIU Healthcare 775NW
First Time Username and Password Setup
Member Online CE Training Zone

Step-by-Step Instruction Guide



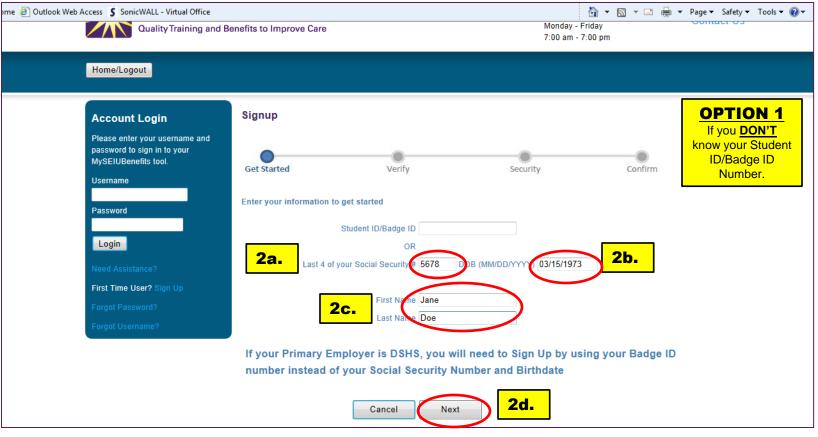


If you are a first time user, follow these step-by-step instructions to set up your Username and Password in order to complete your Online CE Training at http://www.myseiubenefits.org.

1. Click on "First time user? Sign Up!"



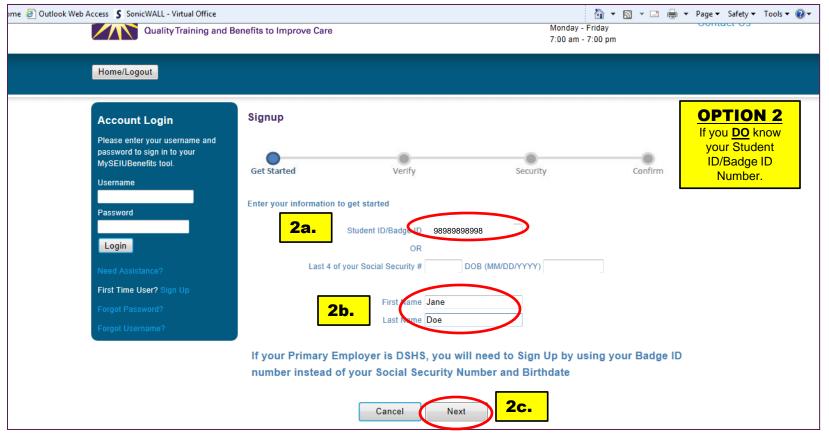
STEP 2 - Option 1



- Using the mouse, click inside the empty box to the right of "Last 4 of your Social Security #" Using the computer keyboard <u>TYPE</u> your answer into this box.
- Using the mouse, click inside the empty box to the right of "DOB (MM/DD/YYYY)" Using the computer keyboard TYPE your answer into this box.
- Using the mouse, click inside the empty boxes to the right of "First Name" and "Last Name" Using the computer keyboard <u>TYPE</u> your answer into these boxes.
- 2d. Click the "Next" button.

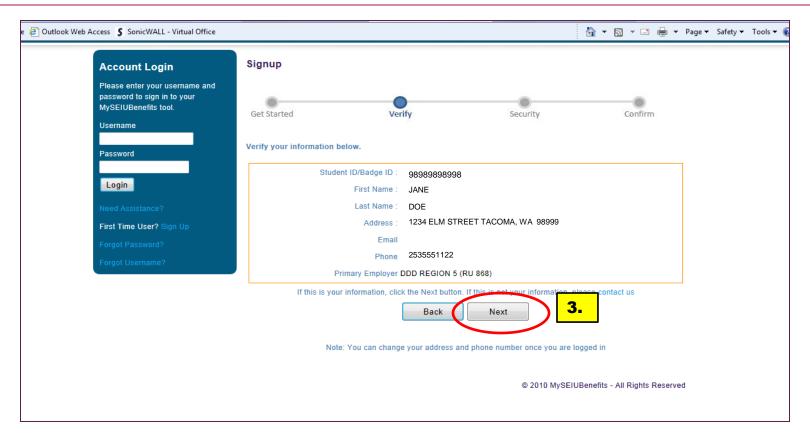


STEP 2 - Option 2



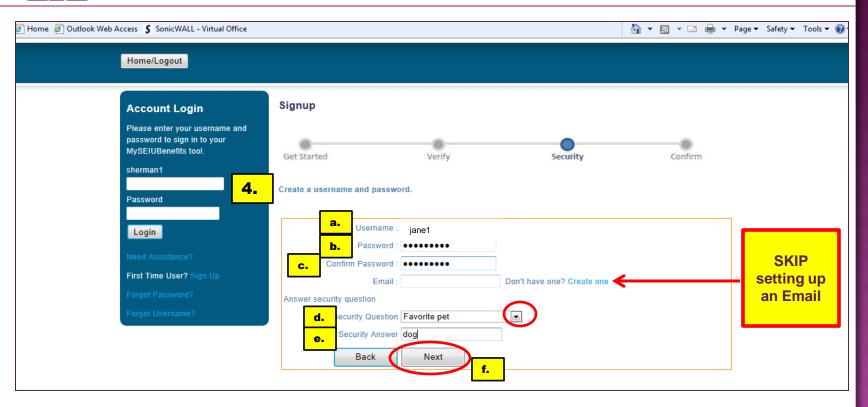
- Using the mouse, click inside the empty box to the right of "Student ID/Badge ID"
 Using the computer keyboard <u>TYPE</u> your number into this box, this number will be on your Student ID card.
- Using the mouse, click inside the empty boxes to the right of "First Name" and "Last Name" Using the computer keyboard <u>TYPE</u> your answer into these boxes.
- **2c.** Click the "Next" button.





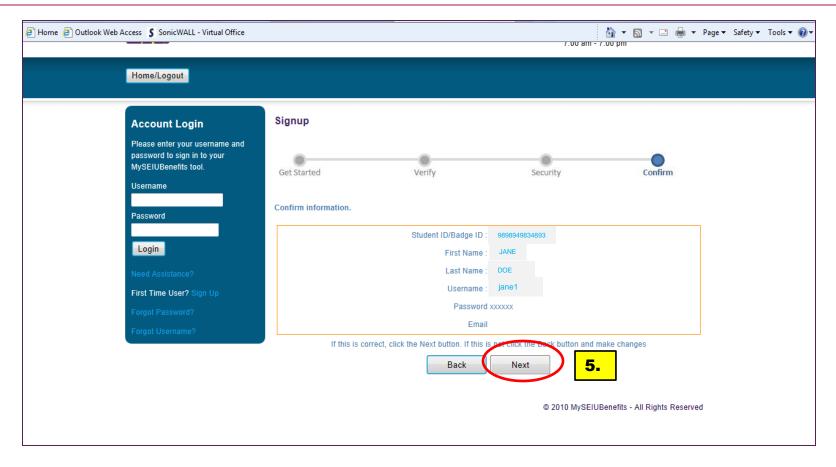
- 3. Verify your information and click on "Next" button.
- * If you notice that something isn't correct, you can click the "Back" button and correct any errors.





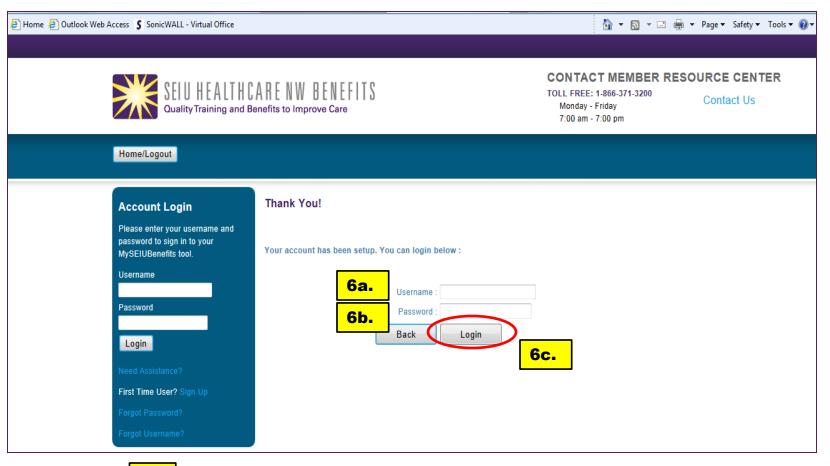
- 4. Much like **STEP 2**, use the mouse to click inside the empty boxes to the right of:
 - a. Username: Pick a name/word that will be easy for you to remember and <u>TYPE</u> it here.
 - p. Password: Pick an easy to remember 8-letter password and <u>TYPE</u> it here.
 - . Confirm Password: RE-TYPE your password here.
 - Security Question: Click the black arrow (inside red circle), select a security question.
 - **Security Answer: TYPE** your answer to the security question here.
 - Click the "Next" button (inside red circle)





- **5.** Verify your information and click on "**Next**" button.
- * If you notice that something isn't correct, you can click the "Back" button and correct any errors.





- **Ga.** Username: Using the mouse, click inside the empty box to the right Of "Username" and <u>TYPE</u> in the Username that you picked.
- Password: Using the mouse, click inside the empty box to the right Of "Password" and TYPE in the Password that you picked.
- 6c. Click on "Login" (in red circle)



CONGRATULATIONS!!!

You Have Completed Your Username and Password Setup!

You are now ready to begin your Online CE Training.