



WELCOME!!!

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

Step-by-Step Instruction Guide



Outlook Web Access SonicWALL - Virtual Office

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Request for Proposals

RFPs now being accepted for:

- Training Product Development Services
- Training Delivery Services

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1.

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

Outlook Web Access SonicWALL - Virtual Office

Quality Training and Benefits to Improve Care Monday - Friday 7:00 am - 7:00 pm

Home/Logout

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

Username

Password

Login

[Need Assistance?](#)

[First Time User? Sign Up](#)

[Forgot Password?](#)

[Forgot Username?](#)

Signup

Get Started Verify Security Confirm

Enter your information to get started

Student ID/Badge ID

OR

2a.

Last 4 of your Social Security #

2b.

DOB (MM/DD/YYYY)

2c.

First Name

Last Name

If your Primary Employer is DSHS, you will need to Sign Up by using your Badge ID number instead of your Social Security Number and Birthdate

Cancel

Next

2d.

OPTION 1

If you **DON'T** know your Student ID/Badge ID Number.

2a. Using the mouse, click inside the empty box to the right of “Last 4 of your Social Security #”
Using the computer keyboard TYPE your answer into this box.

2b. 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.

2c. Using the mouse, click inside the empty boxes to the right of “First Name” and “Last Name”
Using the computer keyboard TYPE your answer into these boxes.

2d. Click the “Next” button.



STEP 2 – Option 2

Outlook Web Access SonicWALL - Virtual Office

Quality Training and Benefits to Improve Care

Monday - Friday
7:00 am - 7:00 pm

Home/Logout

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

Username

Password

Login

[Need Assistance?](#)

[First Time User? Sign Up](#)

[Forgot Password?](#)

[Forgot Username?](#)

Signup

Get Started Verify Security Confirm

Enter your information to get started

2a. Student ID/Badge ID

OR

Last 4 of your Social Security # DOB (MM/DD/YYYY)

2b. First Name Last Name

If your Primary Employer is DSHS, you will need to Sign Up by using your Badge ID number instead of your Social Security Number and Birthdate

Cancel **2c.**

OPTION 2

If you DO know your Student ID/Badge ID Number.

2a.

Using the mouse, click inside the empty box to the right of “Student ID/Badge ID”
Using the computer keyboard TYPE your number into this box, this number will be on your Student ID card.

2b.

Using the mouse, click inside the empty boxes to the right of “First Name” and “Last Name”
Using the computer keyboard TYPE your answer into these boxes.

2c.

Click the “Next” button.



Outlook Web Access | SonicWALL - Virtual Office

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

Username

Password

Login

[Need Assistance?](#)

[First Time User? Sign Up](#)

[Forgot Password?](#)

[Forgot Username?](#)

Signup

Get Started **Verify** Security Confirm

Verify your information below.

Student ID/Badge ID : 98989898998

First Name : JANE

Last Name : DOE

Address : 1234 ELM STREET TACOMA, WA 98999

Email

Phone 2535551122

Primary Employer DDD REGION 5 (RU 868)

[If this is your information, click the Next button. If this is not your information, please contact us](#)

[Back](#) [Next](#)

Note: You can change your address and phone number once you are logged in

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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.



Home Outlook Web Access SonicWALL - Virtual Office

Home/Logout

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

sherman1

Password

Login

[Need Assistance?](#)

[First Time User? Sign Up](#)

[Forgot Password?](#)

[Forgot Username?](#)

Signup

Get Started Verify **Security** Confirm

Create a username and password.

a. Username : jane1

b. Password :

c. Confirm Password :

Email : [Don't have one? Create one](#)

Answer security question

d. Security Question Favorite pet

e. Security Answer dog

Back Next

f.

SKIP setting up an Email

4. Much like **STEP 2**, use the mouse to click inside the empty boxes to the right of:

- Username:** Pick a name/word that will be easy for you to remember and TYPE it here.
- Password:** Pick an easy to remember 8-letter password and TYPE 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)



Home Outlook Web Access SonicWALL - Virtual Office 7:00 am - 7:00 pm

Home/Logout

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

Username

Password

Login

[Need Assistance?](#)

[First Time User? Sign Up](#)

[Forgot Password?](#)

[Forgot Username?](#)

Signup

Get Started Verify Security **Confirm**

Confirm information.

Student ID/Badge ID : 9898949834893

First Name : JANE

Last Name : DOE

Username : jane1

Password : xxxxxx

Email

If this is correct, click the Next button. If this is not correct, click the Back button and make changes

Back **Next**

5.

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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.



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SEIU HEALTHCARE NW BENEFITS
Quality Training and Benefits to Improve Care

CONTACT MEMBER RESOURCE CENTER
TOLL FREE: 1-866-371-3200
Monday - Friday
7:00 am - 7:00 pm
[Contact Us](#)

Home/Logout

Account Login

Please enter your username and password to sign in to your MySEIUBenefits tool.

Username

Password

Login

[Need Assistance?](#)
[First Time User? Sign Up](#)
[Forgot Password?](#)
[Forgot Username?](#)

Thank You!

Your account has been setup. You can login below :

6a.

Username :

6b.

Password :

Back

6c.

Login

6a.

Username: Using the mouse, click inside the empty box to the right Of “Username” and TYPE in the Username that you picked.

6b.

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.*