



SEIU HEALTHCARE NW BENEFITS  
Quality Training and Benefits to Improve Care

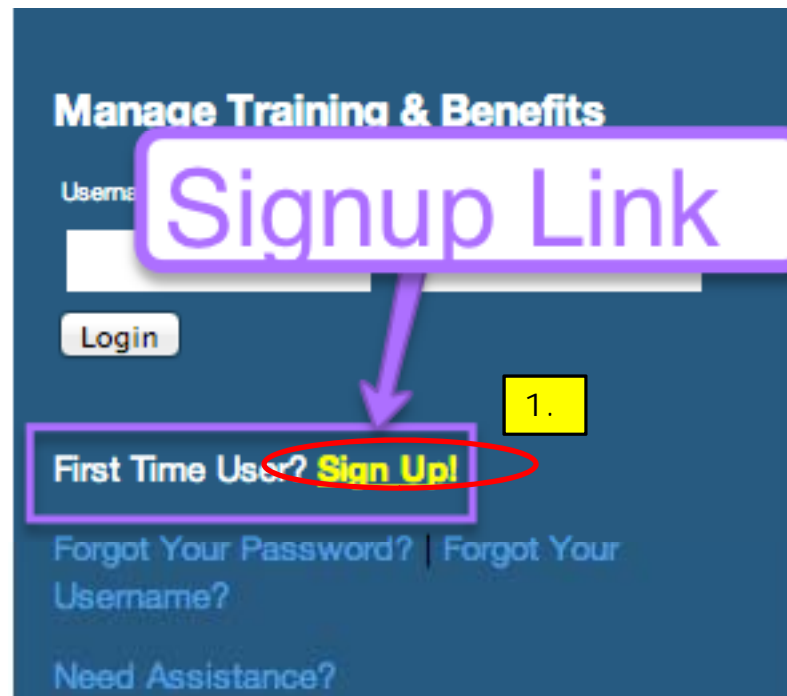
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WELCOME!!!

***SEIU Healthcare 775NW***  
***First Time Username and Password Setup***

**Step-by-Step Instruction Guide**

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*If you are a first time user, follow these step-by-step instructions to set up your Username and Password in order to access your account at <http://www.myseiubenefits.org>.*

1.

Click on “First time user? Sign Up!”



## STEP 2 – *Option 1*

### OPTION 1

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

Enter your information to get started

First Name	<input type="text"/>	2a.
Last Name	<input type="text"/>	
Student ID	<input type="text"/>	
OR		
Social Security Number (Last 4)	<input type="text"/>	2b.
Birthdate	<input type="text"/>	2c.
<input type="button" value="Cancel"/> <input type="button" value="Next"/>		2d.

2a.

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

2b.

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.

2c.

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.

2d.

Click on the “Next” button.



## STEP 2 – *Option 2*

### OPTION 2

If you **DO** know  
your Student ID  
Number.

Enter your information to get started

First Name	<input type="text"/>	2a.
Last Name	<input type="text"/>	
Student ID	<input type="text"/>	2b.
OR		
Social Security Number (Last 4)	<input type="text"/>	
Birthdate	<input type="text"/>	
Cancel	Next	2c.

2a.

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

2b.

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

2c.

Using your mouse, click on the “Next” button (circled in **RED**).



## STEP 3

Please add the information below, the fields with a red bar are required

Last Name	Armstrong
First Name	Louis
Email	trumpetman555@hotmail.com
Email Confirmation	trumpetman555@hotmail.com
Birthdate	5/22/1989
Evening Phone	
Mobile Phone	
Is Mobile Text Capable?	<input type="checkbox"/>
Mailing Street	
Mailing City	
Mailing State	Washington
Mailing Zip/Postal Code	98122
Notification Preference	Email
Primary Language	English
What languages are you fluent in?	English
Password	jazzyguy1234
Password Confirmation	jazzyguy1234
Security Question	My dog's name
Security Answer	Spot

3. **Save**

Enter your email address if you choose to be notified by email. You will need to enter it twice

If you choose "Email" as your preferred Notification Preference you must provide an email address above.

Select a password that will be easy for you to remember. You will need to enter it twice.

Type in a security question and Answer. You will be asked this if you should ever forget your password. For example:

Security Question: My dog's name  
Security Answer: Spot

3. Enter your information and click on the "Save" button.



## Login



You have Successfully Registered as a New Student. Please use your credentials to log into the Portal.

Username

Password

Login

[Forgot Your Username?](#) | [Forgot Your Password?](#) | [Sign Up!](#) | [Need Help?](#)

4.

You may now login using your username and the password that you just set up on the previous screen. It should be as follows:

**Username:** Your Student ID # @ myseiubenefits.org  
(**Example:** 123456789101 @myseiubenefits.org)

**Password:** Type in the password that you selected in Step 3 of these instructions.



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CONGRATULATIONS!!!  
*You Have Completed Your  
Username and Password Setup!*

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