



# Employer Secure Web Site Registration and Sign On Instructions

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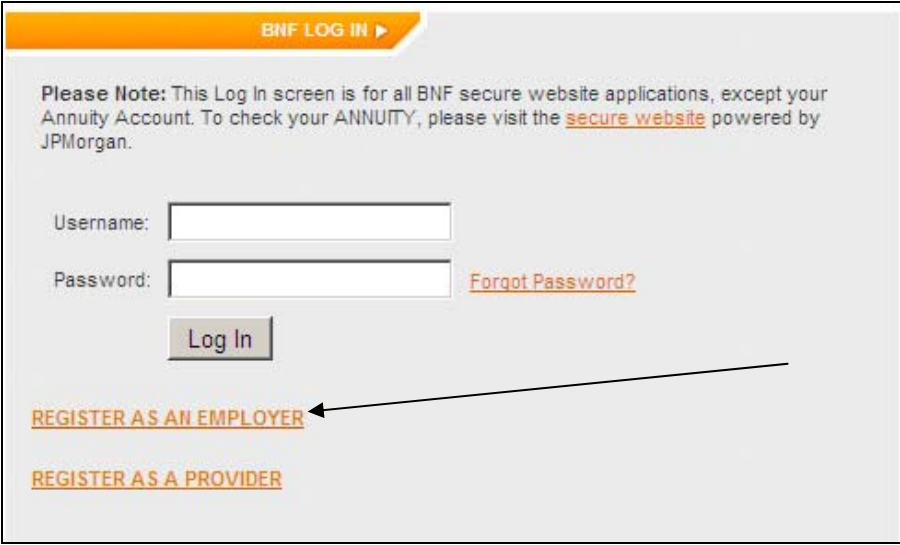
## Employer Secure Web Site Registration and Sign On Instructions

### Purpose

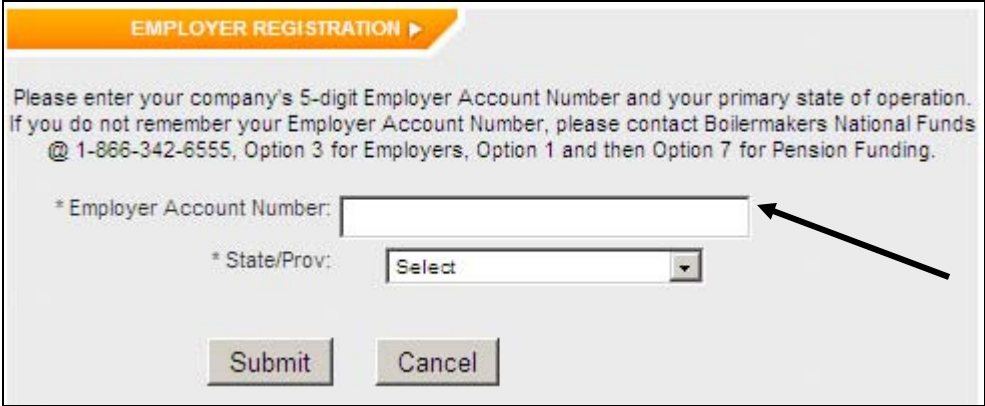
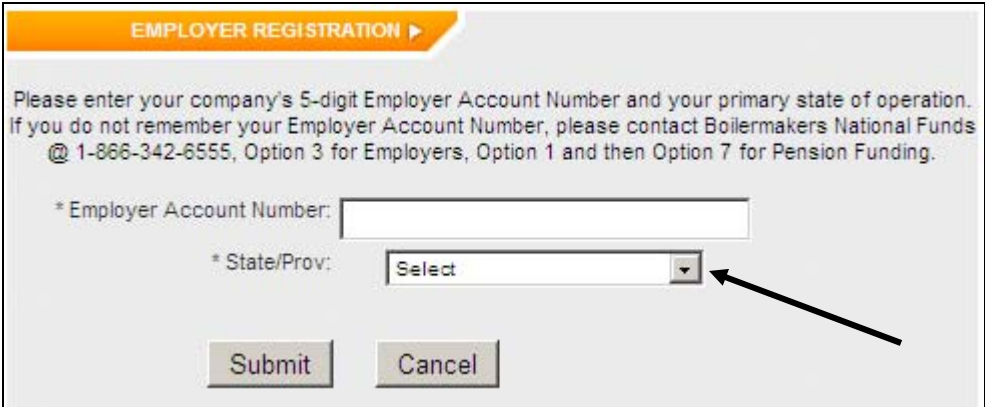
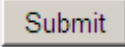



The purpose of this document is to provide step by step instructions for registering in order to access the Boilermakers National Funds secure Web site tools and information.

### Registration

The registration is a one-time process, but allows for the user to utilize the BNF Web site secure area.

Step	Action
1.	Access the Boilermakers National Funds Web site by going to <a href="http://www.bnf-kc.com">www.bnf-kc.com</a>
2.	Click on the  button in the upper right-hand corner of the screen.
3.	<p>At the Log In screen, click on the <a href="#">REGISTER AS AN EMPLOYER</a> link.</p> 

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Step	Action				
4.	<p>Enter your 5-digit Employer Account Number.</p>  <p>The screenshot shows the 'EMPLOYER REGISTRATION' form. It includes a header, instructions, and two input fields: '* Employer Account Number' (a text box) and '* State/Prov:' (a dropdown menu). An arrow points to the text box.</p>				
5.	<p>From the dropdown, select the appropriate state for the corporate office which corresponds to the Employer Account Number previously entered.</p>  <p>The screenshot shows the same 'EMPLOYER REGISTRATION' form. An arrow points to the dropdown menu in the '* State/Prov:' field.</p>				
6.	<p>Click the  button.</p> <table border="1" data-bbox="381 1549 1479 1766"> <thead> <tr> <th data-bbox="381 1549 834 1591">If ...</th> <th data-bbox="834 1549 1479 1591">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1591 834 1766"> <p>The following error message appears;</p> <p></p> </td> <td data-bbox="834 1591 1479 1766"> <p>The state selected associated with the Employer Account Number does not match. Please make sure the Employer Account Number is correct and/or select another state from the dropdown.</p> </td> </tr> </tbody> </table>	If ...	Then ...	<p>The following error message appears;</p> <p></p>	<p>The state selected associated with the Employer Account Number does not match. Please make sure the Employer Account Number is correct and/or select another state from the dropdown.</p>
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Step	Action								
7.	<p>Enter the following information. This information will become the user's Username and Password which will allow for future logging into the secure Web site.</p> <div data-bbox="456 562 1406 898" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Please complete the following information in order to register and use the employer website applications.</p> <p>Required fields are marked with an asterisk (*).</p> <p>* Business Email: <input type="text"/></p> <p style="text-align: center;"><i>Your email address is your username.</i></p> <p>* Password: <input type="password"/></p> <p>* Confirm Password: <input type="password"/></p> </div> <table border="1" data-bbox="381 947 1479 1224" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f4a460;">Field</th> <th style="background-color: #f4a460;">Action</th> </tr> </thead> <tbody> <tr> <td>Business Email</td> <td>Enter the business email address of the user registering to use the secure Web site.</td> </tr> <tr> <td>Password</td> <td>Enter the password of your choice. It can contain letters and/or numbers. There is a minimum of 1 character required.</td> </tr> <tr> <td>Confirm Password</td> <td>Re-enter the same password as entered previously</td> </tr> </tbody> </table>	Field	Action	Business Email	Enter the business email address of the user registering to use the secure Web site.	Password	Enter the password of your choice. It can contain letters and/or numbers. There is a minimum of 1 character required.	Confirm Password	Re-enter the same password as entered previously
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Step	Action																						
8.	<p>Enter the following information. This information relates to the business user and their work location. The fields marked with a red (*) are required fields.</p> <div data-bbox="483 562 1382 1083" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>* First Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>* Employer Name: <input type="text"/></p> <p>* Employer Address: <input type="text"/></p> <p><input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State/Province: <input type="text" value="Select"/></p> <p>* ZIP/Postal Code: <input type="text"/></p> <p>* Country: <input type="text" value="Select"/></p> <p>* Business Phone: <input type="text"/></p> <p>Business Fax: <input type="text"/></p> </div> <table border="1" data-bbox="381 1134 1481 1869"> <thead> <tr> <th data-bbox="381 1134 836 1171">Field</th> <th data-bbox="836 1134 1481 1171">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1171 836 1220">First Name</td> <td data-bbox="836 1171 1481 1220">Enter the first name of the person registering.</td> </tr> <tr> <td data-bbox="381 1220 836 1268">Last Name</td> <td data-bbox="836 1220 1481 1268">Enter the last name of the person registering.</td> </tr> <tr> <td data-bbox="381 1268 836 1316">Employer Name</td> <td data-bbox="836 1268 1481 1316">Enter the employer name.</td> </tr> <tr> <td data-bbox="381 1316 836 1394">Employer Address</td> <td data-bbox="836 1316 1481 1394">Enter the employer address where the person who is registering works.</td> </tr> <tr> <td data-bbox="381 1394 836 1472">City</td> <td data-bbox="836 1394 1481 1472">Enter the city which corresponds to the address previously entered.</td> </tr> <tr> <td data-bbox="381 1472 836 1549">State/Province</td> <td data-bbox="836 1472 1481 1549">Select from the dropdown the corresponding State or Province.</td> </tr> <tr> <td data-bbox="381 1549 836 1627">ZIP/Postal Code</td> <td data-bbox="836 1549 1481 1627">Enter the ZIP or Postal Code which corresponds to the address previously entered.</td> </tr> <tr> <td data-bbox="381 1627 836 1705">Country</td> <td data-bbox="836 1627 1481 1705">Select from the dropdown the corresponding County.</td> </tr> <tr> <td data-bbox="381 1705 836 1785">Business Phone</td> <td data-bbox="836 1705 1481 1785">Enter the user's business telephone number, including area code.</td> </tr> <tr> <td data-bbox="381 1785 836 1869">Business Fax</td> <td data-bbox="836 1785 1481 1869">(If Available) Enter the user's business fax number, including area code.</td> </tr> </tbody> </table>	Field	Action	First Name	Enter the first name of the person registering.	Last Name	Enter the last name of the person registering.	Employer Name	Enter the employer name.	Employer Address	Enter the employer address where the person who is registering works.	City	Enter the city which corresponds to the address previously entered.	State/Province	Select from the dropdown the corresponding State or Province.	ZIP/Postal Code	Enter the ZIP or Postal Code which corresponds to the address previously entered.	Country	Select from the dropdown the corresponding County.	Business Phone	Enter the user's business telephone number, including area code.	Business Fax	(If Available) Enter the user's business fax number, including area code.
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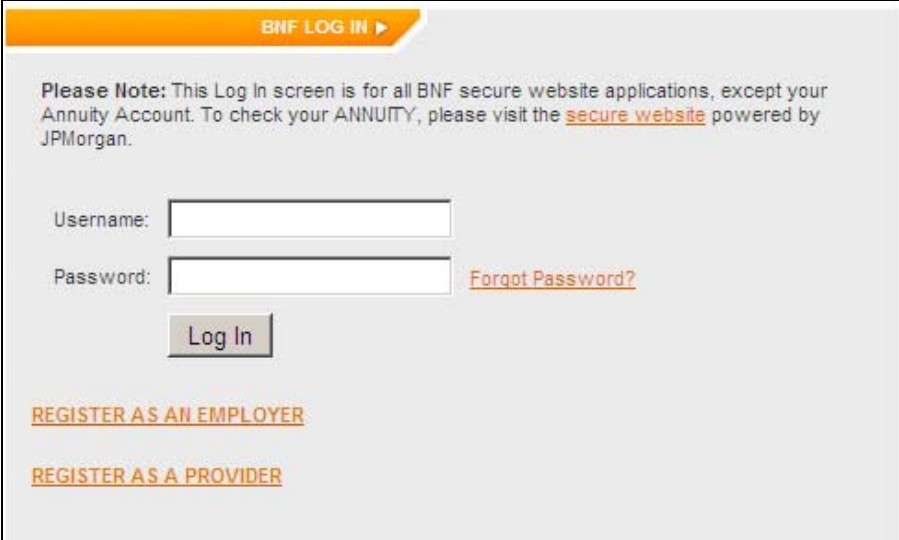
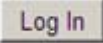
Step	Action						
9.	<p>In order to complete the registration process, the user must agree to the Terms of Use.</p> <div data-bbox="571 489 1291 699" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p>You must agree to the Terms of Use to register for this application or make any updates to your account.            To view the Terms of Use please click on the hyperlink below.</p> <p style="text-align: center;"> <input type="checkbox"/> I Agree To The <a href="#">Terms Of Use</a>  <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> <table border="1" data-bbox="381 789 1481 1087" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="381 789 836 831">If ...</th> <th data-bbox="836 789 1481 831">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 831 836 1010">The user wants to view the Terms of Use</td> <td data-bbox="836 831 1481 1010">Click on the <a href="#">Terms Of Use</a> link. The Pop Up blocker must be turned off in order to view the Terms of Use. When finished reading the Terms of Use, simply click on the <input checked="" type="checkbox"/> in the upper right-hand corner of the screen.</td> </tr> <tr> <td data-bbox="381 1010 836 1087">The user wants to agree to the Terms of Use</td> <td data-bbox="836 1010 1481 1087">Click the <input type="checkbox"/> box.</td> </tr> </tbody> </table>	If ...	Then ...	The user wants to view the Terms of Use	Click on the <a href="#">Terms Of Use</a> link. The Pop Up blocker must be turned off in order to view the Terms of Use. When finished reading the Terms of Use, simply click on the <input checked="" type="checkbox"/> in the upper right-hand corner of the screen.	The user wants to agree to the Terms of Use	Click the <input type="checkbox"/> box.
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The user wants to agree to the Terms of Use	Click the <input type="checkbox"/> box.						
10.	<p>Click the <input type="button" value="Submit"/> button to complete the registration process. It may take a minute for the registration to process.</p>						
11.	<p>The user is now registered and is ready to begin using the tools provided.</p> <div data-bbox="456 1276 1408 1593" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="background-color: #f4a460; color: white; padding: 5px; display: inline-block; border-radius: 5px;">BNF ACCOUNT INFORMATION ▶</div> <p style="margin-top: 10px;"><b>Welcome, Acme Construction</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Employer Contributions Application (Coming Soon)</a></li> <li>▪ <a href="#">Pension Contribution Rate Tools</a></li> <li>▪ <a href="#">Update My Information and Password</a></li> </ul> </div>						

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### Accessing the Tools

The following are step by step instructions for logging into the BNF secure Web site area. In order to Log In, the user must have first registered. For instructions on registering, please refer to the Registration section of the document.

### Logging In

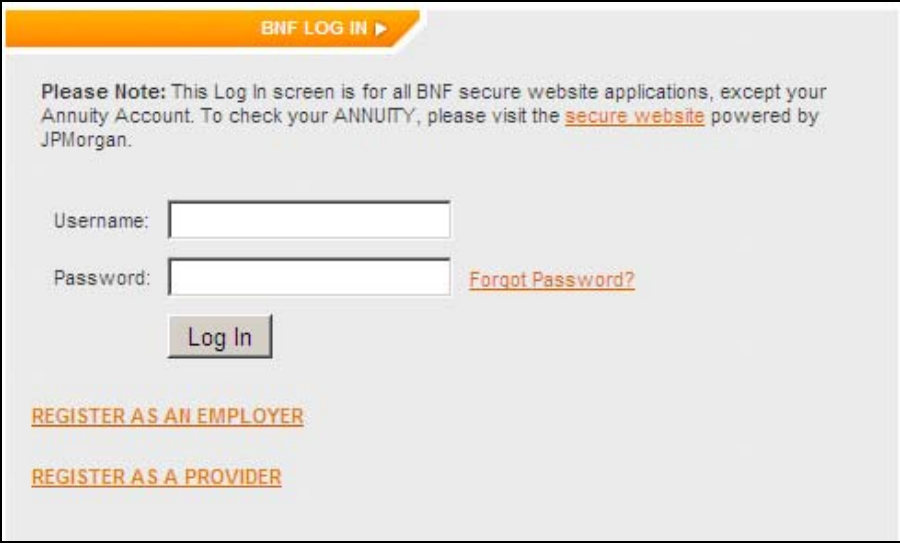
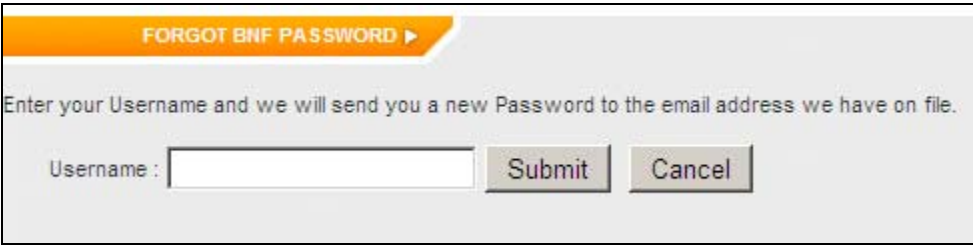
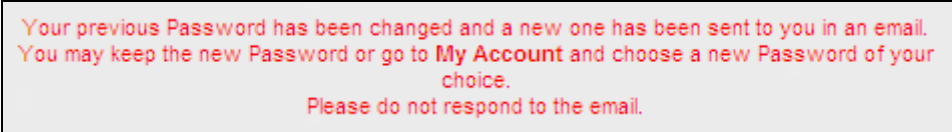
Step	Action
1.	Access the Boilermakers National Funds Web site by going to <a href="http://www.bnf-kc.com">www.bnf-kc.com</a>
2.	 <p>Click on the  button in the upper right-hand corner of the screen to reveal the BNF LOG IN screen</p>
3.	<p>Enter your Username and Password. If the user has forgotten their password, please refer to the Forgot Password section of the document.</p>  <p>The screenshot shows the BNF LOG IN screen with the following elements:</p> <ul style="list-style-type: none"> <li><b>Please Note:</b> This Log In screen is for all BNF secure website applications, except your Annuity Account. To check your ANNUITY, please visit the <a href="#">secure website</a> powered by JPMorgan.</li> <li>Username: <input type="text"/></li> <li>Password: <input type="password"/> <a href="#">Forgot Password?</a></li> <li><input type="button" value="Log In"/></li> <li><a href="#">REGISTER AS AN EMPLOYER</a></li> <li><a href="#">REGISTER AS A PROVIDER</a></li> </ul>
4.	Click the  button

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Step	Action
5.	<p>The user is now logged into the BNF secure area.</p> <div data-bbox="453 489 1406 804" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="background-color: #f4a460; color: white; padding: 2px 5px; margin: 0;"><b>BNF ACCOUNT INFORMATION</b> ▶</p> <p style="margin: 10px 0 0 0;"><b>Welcome, Acme Construction</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Employer Contributions Application (Coming Soon)</a></li> <li>▪ <a href="#">Pension Contribution Rate Tools</a></li> <li>▪ <a href="#">Update My Information and Password</a></li> </ul> </div>

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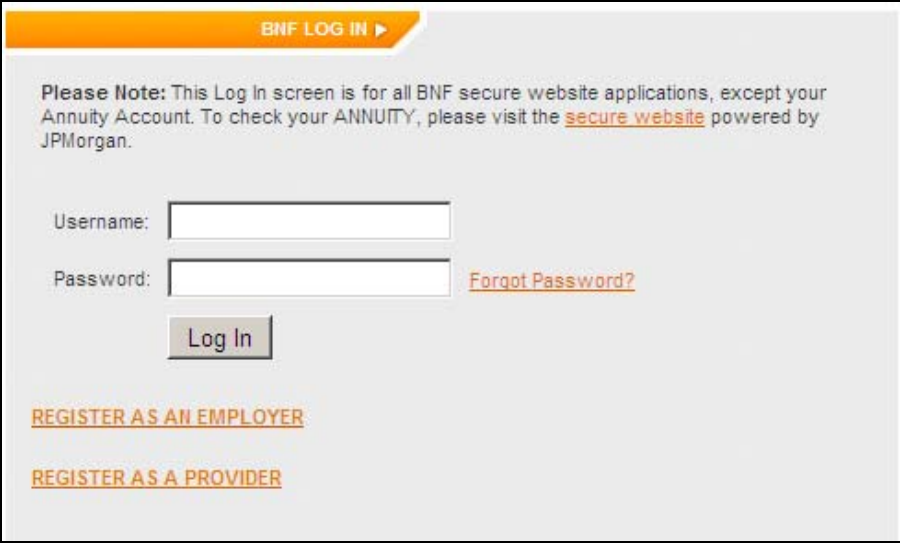


### Forgot Password

Step	Action
1.	<p>If the user has forgotten their password, click on the <a href="#">Forgot Password?</a> link.</p> 
2.	<p>Enter your Username</p> 
3.	<p>Click the <a href="#">Submit</a> button. The following message will appear.</p> 
4.	<p>After the new password has been received, the user may go to the LOG IN screen. The user may keep the new password, or change it by accessing the <a href="#">Update My Information and Password</a> link at the Welcome screen. For detailed instructions on how to Maintain your Account, please refer to the Account Maintenance section of this document.</p>

## Employer Secure Web Site Registration and Sign On Instructions

### Account Maintenance

From time to time it may be necessary to update the user registration/account information. The following provides step by step instructions for maintaining a user's account.

Step	Action
1.	<p>Log In to the BNF secure Web site area.</p> 
2.	<p>Click on the <a href="#">Update My Information and Password</a> on the Welcome screen.</p> 
3.	<p>Enter a new Password then retype the new password.</p> 

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Step	Action
4.	The user may update any other business information at this time.
5.	<p>Once again, the user must accept the Terms of Use for the Web site by clicking on the <input type="checkbox"/> box.</p> <div data-bbox="570 537 1289 747" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>You must agree to the Terms of Use to register for this application or make any updates to your account.            To view the Terms of Use please click on the hyperlink below.</p> <p><input type="checkbox"/> I Agree To The <a href="#">Terms Of Use</a></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div>
6.	When ready, click the <input type="button" value="Submit"/> button.
7.	<p>A note will appear on the Welcome screen indicating that the information has been updated.</p> <div data-bbox="615 884 1243 919" style="border: 1px solid gray; padding: 2px; margin: 5px auto; width: fit-content;"> <p><i>Information successfully updated on 12/14/2009 12:47:48 PM.</i></p> </div>