

To create your user account in WMS

1. Click on ***Enroll Now!*** in the upper right corner of the main page.
2. Provide the following information which is used to verify your identity. This information must match the information currently in the Fund's system.
 - a. Social Security Number
 - b. Last Name
 - c. Birth Date
 - d. Home zip code
3. Specify your new account information.
 - a. Username
 - i. You pick this - it is not a predefined value.
 - ii. If the username is already in use, you will receive a warning and have the option to change it.
 - b. Email address
 - i. This email does not have to match an email address on file with the Fund.
 - c. Confirm the email address you entered.
 - d. Password
 - i. You pick this - it is not a predefined value.
 - ii. Must be at least 8 characters, include upper and lower case, and be alphanumeric.
 - e. Confirm the password you entered.
 - f. Challenge Questions
 - i. These questions are used to confirm your identity if you forget your username or password.
 - ii. Pick a question from each of the drop down lists then provide the answer in the field below the question.
 - iii. Do not pick the same question for both Question #1 and Question #2.
4. Click in the box to confirm that you have read and accept the Terms and Conditions.
5. Click Enroll.
6. You will be directed to the enrollment confirmation page after your account has been created. Click on ***Login to Web Member Services*** to access the site.

If you forget your password

1. Click on ***Forgot your password?*** Located under the Username and Password fields of the main page.
2. Enter your Username and Email Address, and then click Continue.
3. Enter the answers to your two Challenge Questions, and then click Continue.
4. You will receive an email with a new password. You can change this password after you login into Web Member Services by going to Settings>Change Password.

If you forget your username

1. Click on ***Forgot your username?*** Located under the Username and Password fields of the main page.
2. Enter your Email Address and Social Security Number, and then click Continue.
3. Enter the answers to your two Challenge Questions, and then click Continue.
4. You will receive an email with your username. NOTE: The email address you enter must match the email address you used when you created your account.