



PIPE TRADES SERVICES MN

## HEALTH & PENSION FUNDS

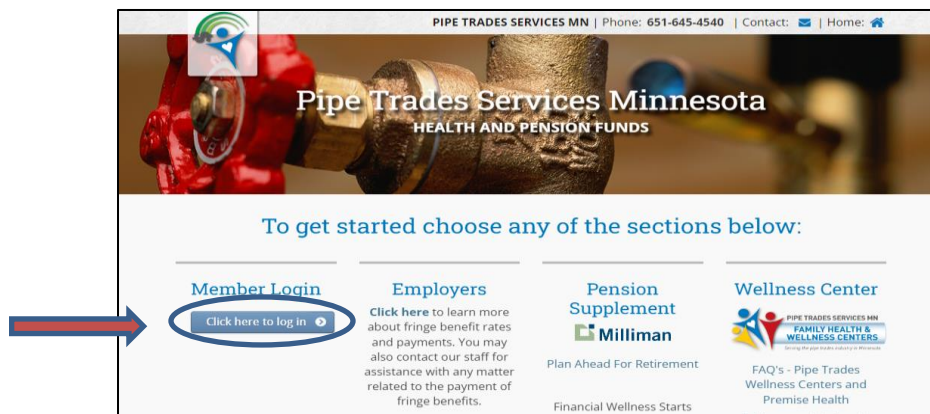
4461 White Bear Parkway, Suite 1 - White Bear Lake, MN 55110 • Phone: 651-645-4540 • Fax: 651-645-8119 • [www.PTSMN.org](http://www.PTSMN.org)

### Welcome to the Pipe Trades Services MN Website Tutorial

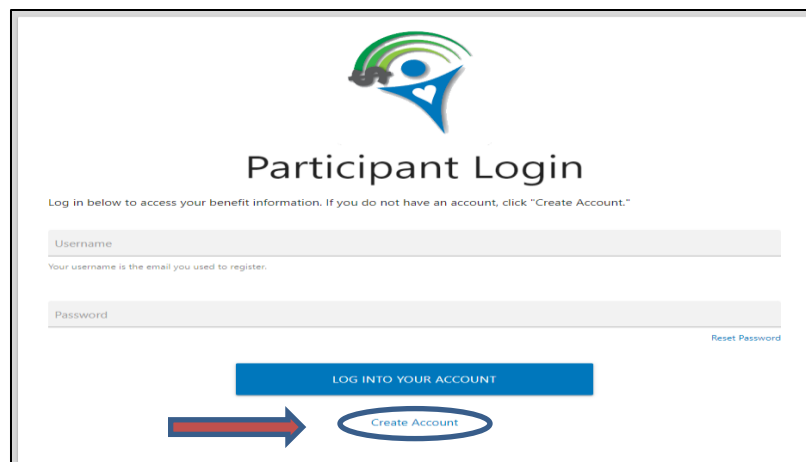
Pipe Trades Services MN, maintains a website that can be a great source of information for our active & retired members, local unions and union contractors. The member portal is a secure website for our active members to view their contributions and pension calculations.

Welcome to our new [www.ptsmn.org](http://www.ptsmn.org) website. All members are required to create a new account. Please follow the directions on how to create an account.

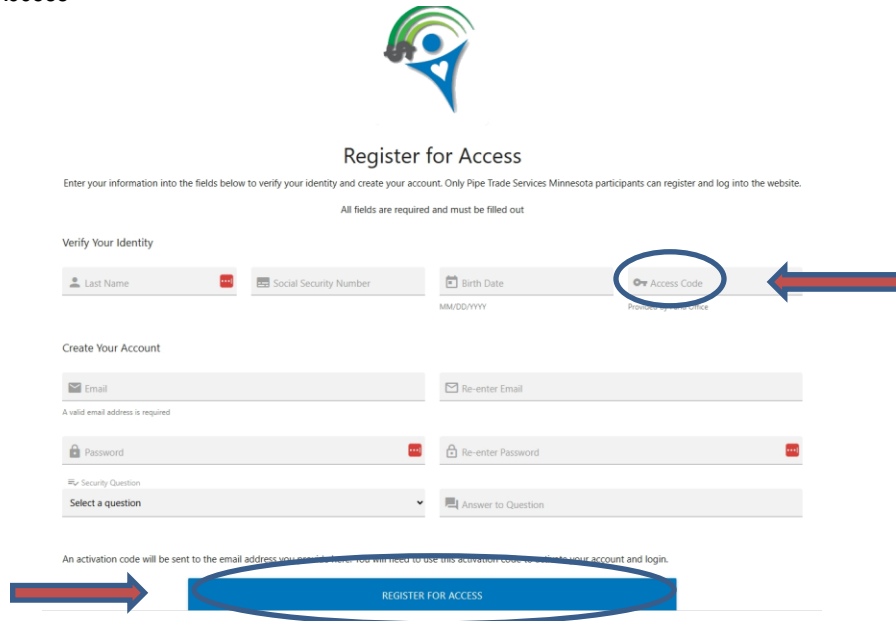
- Visit [www.ptsmn.org](http://www.ptsmn.org)
- Click on "Click here to log in"



- Click on "Create account"



- Fill in each field with the required information. Incomplete fields will be marked red. **The access code for first time users is PTSMN4461!**
- Click on “Register for Access”



The image shows a registration form titled "Register for Access". At the top is a logo with a stylized eye and a heart. Below the title is a sub-header "Register for Access" and a note: "Enter your information into the fields below to verify your identity and create your account. Only Pipe Trade Services Minnesota participants can register and log into the website. All fields are required and must be filled out".

The form is divided into two main sections: "Verify Your Identity" and "Create Your Account".

**Verify Your Identity** section includes fields for:
 

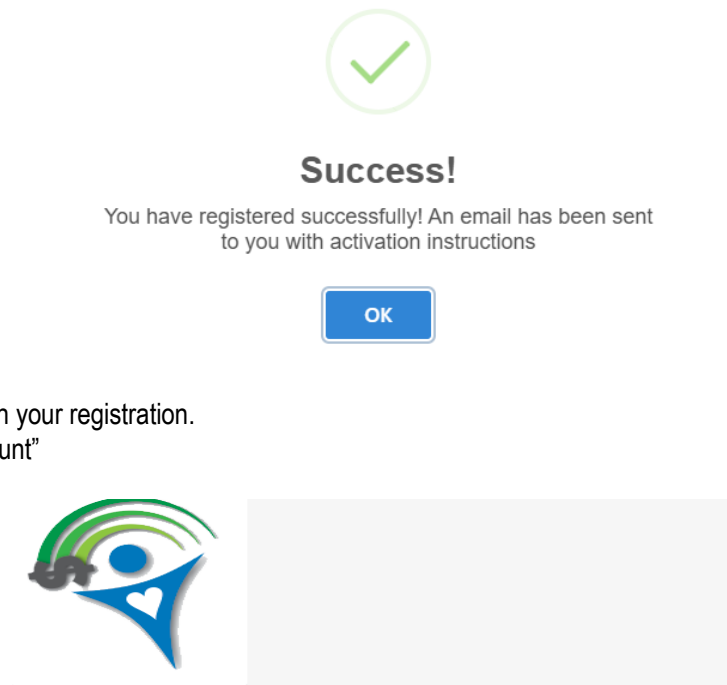
- Last Name (marked red)
- Social Security Number (marked red)
- Birth Date (MM/DD/YYYY)
- Access Code (circled in blue with a red arrow pointing to it, labeled "Provide your Access Code")

**Create Your Account** section includes fields for:
 

- Email (marked red, with a note "A valid email address is required")
- Re-enter Email
- Password (marked red)
- Re-enter Password (marked red)
- Security Question (dropdown menu labeled "Select a question")
- Answer to Question

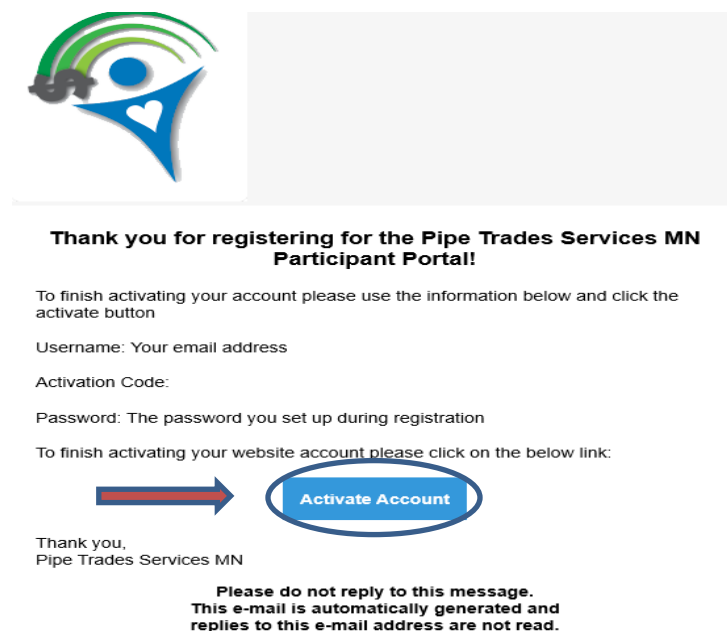
Below the form is a note: "An activation code will be sent to the email address you provided here. You will need to use this activation code to confirm your account and login." At the bottom is a large blue button labeled "REGISTER FOR ACCESS" with a red arrow pointing to it.

You will receive this message below once you have registered.



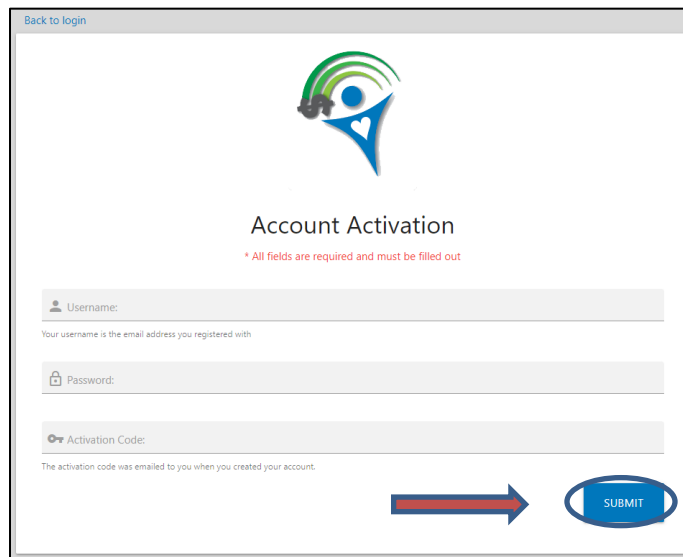
Go to your email that you used in your registration.

- Click on “Activate Account”



A unique activation code will be sent to the email address you provided. You will need to use this activation code to activate your account and login.

- Fill in your new username (your email), password and your unique activation code
- Click on "Submit"



The screenshot shows a web form titled "Account Activation" with a logo at the top. Below the title is a red asterisk note: "\* All fields are required and must be filled out". The form has three input fields: "Username:" with a user icon, "Password:" with a lock icon, and "Activation Code:" with a key icon. Below the "Activation Code" field is a small text note: "The activation code was emailed to you when you created your account." At the bottom right, there is a blue "SUBMIT" button. A red arrow points to the button from the left.

If your activation has been successful, you should receive this message.



## Activation Successful

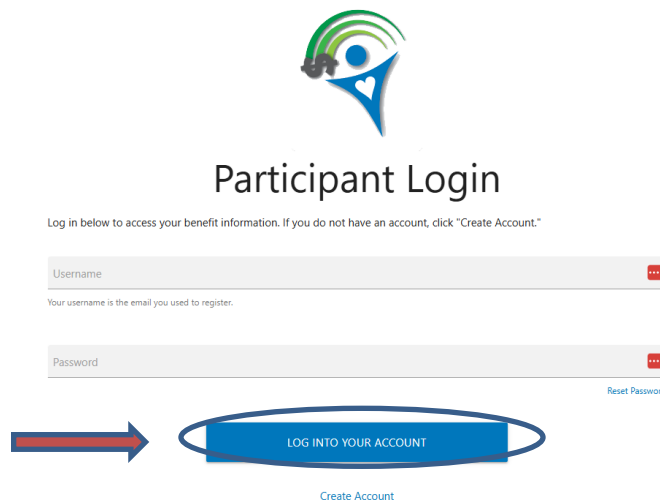
Your account has been activated. You may now log in.



**CONGRATULATIONS!** You may now log in to view your benefits.

To log into your account, go back to the log in page at [www.ptsmn.org](http://www.ptsmn.org)

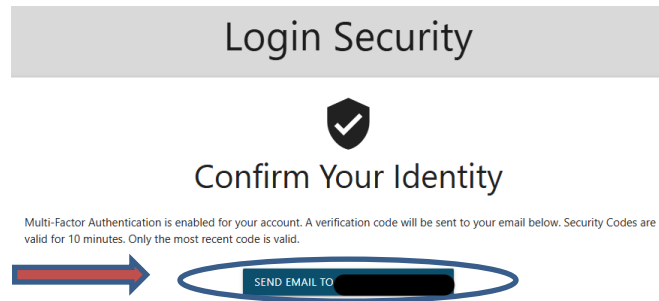
- Enter your username (your email) and password
- Click on "Log Into Your Account"



The screenshot shows a web form titled "Participant Login" with a logo at the top. Below the title is a small text note: "Log in below to access your benefit information. If you do not have an account, click 'Create Account.'". The form has two input fields: "Username" and "Password", both with red "X" icons on the right. Below the "Password" field is a "Reset Password" link. At the bottom, there is a blue "LOG INTO YOUR ACCOUNT" button. A red arrow points to the button from the left. Below the button is a "Create Account" link.

You will get the Login Security MFA (multi-factor authentication) message seen below.

- Click on “Send Email To” (your email you registered with will be displayed)



Check your email to confirm your identity.

- Enter the Security Code that was emailed to you
- Click on “Verify”



Welcome to the PTSMN Website!

If at any point you have difficulties with the site or the registration process, you can call PTSMN at (651) 645-4540.