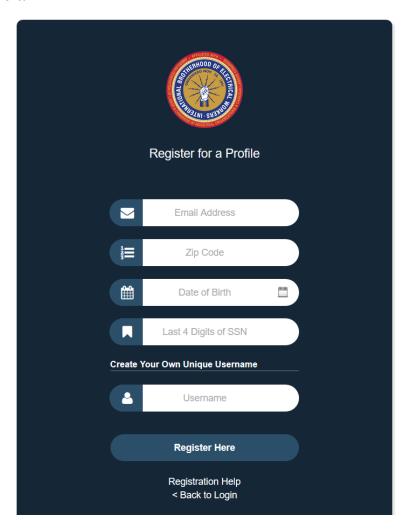
# I.B.E.W Local 477 Member Portal Registration

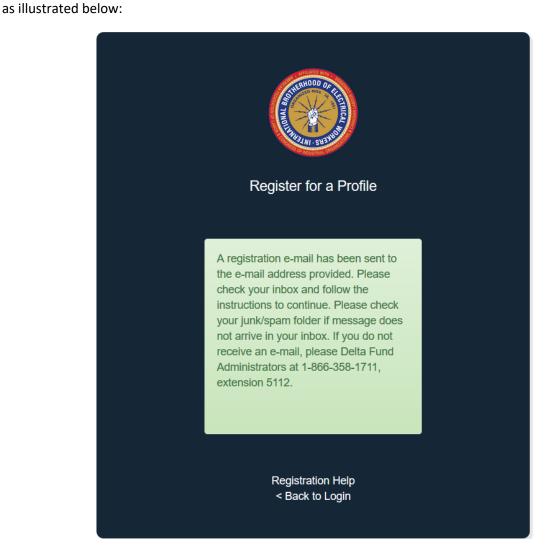
#### Step 1

To create a user profile for access to the I.B.E.W Member Portal, you'll need the following information which will be used to validate your identity:

- Email Address this will be the email address used to send communication to you as well as retrieve a forgotten username or password
- Zip Code
- Date of Birth
- Last Four Digits of your Social Security Number
- Username you will choose your own unique username to be used when logging into the Member Portal



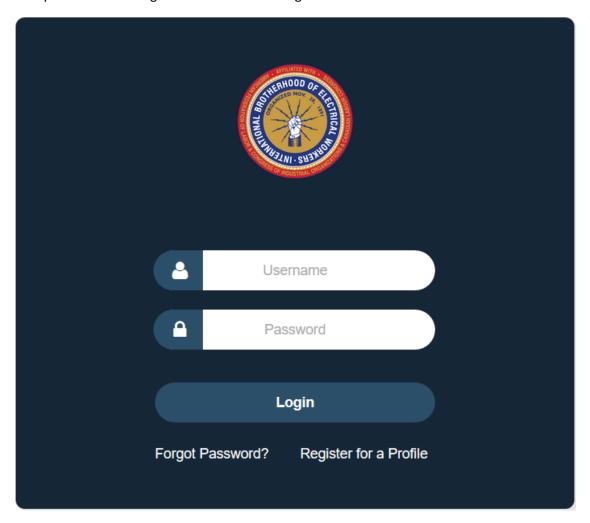
Step 2
After completing Step 1 and clicking the 'Register Here' button, you should see a confirmation message



Check your inbox using the email address you used for registration for an email from <a href="members.ibew477@gmail.com">members.ibew477@gmail.com</a> and a subject of "IBEW 477 Member Portal Activation \*\*DO NOT REPLY\*\*". Be sure to check your SPAM box if you do not see it in your inbox. The email includes a temporary password to use for your first-time login. Follow the instructions provided in the email.

## Step 3

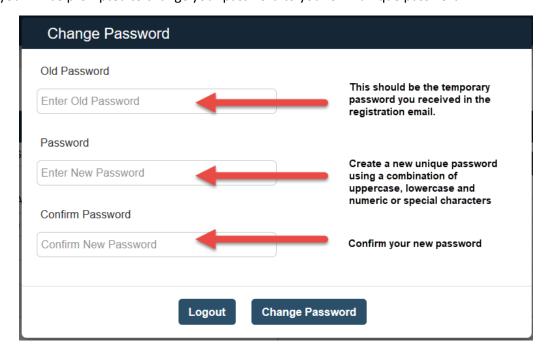
Return to the login page and enter your username you created during registration and the temporary password provided in the registration email. Click Login.



## **Important Tip**

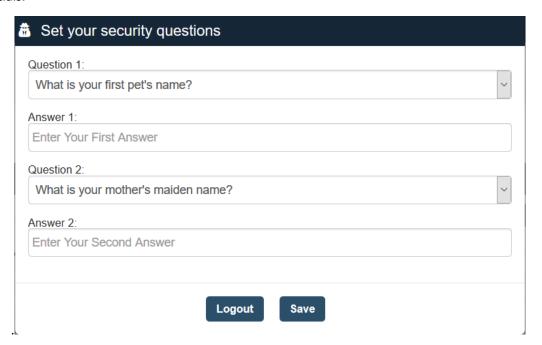
Be sure to enter the password exactly as it appears in the email. Passwords are case sensitive and include special characters.

Step 4
Next, you will be prompted to change your password to your own unique password.



### Step 5

Lastly, you will be prompted to set your security questions to use in case you forget your login credentials.



# Trouble Registering For Your Profile

If you have trouble creating your profile, it may be that some of the information you entered does not match what we have on file for you in our system. In this case, please call Delta Fund Administrators at 1-866-358-1711, extension 5112 so a representative can help set up your account.