

UNITED BENEFITS GROUP EMPLOYER WEBSITE

E-mail Invitation for Website Access Instructions

January 2009

United Benefits Group will send an e-mail invitation to those employees that their management has designated to have access to the UBG Employer Website. The e-mail invitation will contain the following information but the format may look different depending on the e-mail system. Recipients of the e-mail will have 7 days to register before the e-mail message expires.

From: <Larry.Thompson@ubgonline.net>
Date: Tue, Jan 13, 2009 at 11:26 AM
Subject: You have been invited to register for access to the '<http://extranet.ubg.net>' Site
To: polly.payroll@gmail.com

Dear polly.payroll@gmail.com

You have been invited to register for access to the 'UBG Extranet' site located at <http://extranet.ubg.net>. This is the Employer Website for the Co-op Retirement Plan.

Click the link below to continue to the registration page.

http://extranet.ubgonline.net/_layouts/SPSolutions/Delegation/Register.aspx?InvitationId=4a193deb-9976-4d3d-b075-8e552065d290&Digest=4c636c11e7507cde12004a26f6d71bc2

Thank you,

Larry.Thompson@ubgonline.net United Benefits Group/Co-op Retirement Plan

The recipient of the e-mail will click on the link to go to the registration page.

The registration page will look like this:

UBG Extranet > Register

Register

Use this page to register for access to this site.

General User Information
Provide the user information for this new user.

E-mail Address:

Password:

Confirm Password:

Profile Information
Please provide information for this user profile.

First Name:

Last Name:

Company Name:

Group Number:

Recover Password Question and Answer
The question and answer provided may be used by a user to recover/reset his or her password. These fields are required when creating a new user.

Question:

Answer:

The e-mail address will be prefilled from the registration e-mail address used to link to the registration page.

Follow these steps to complete the registration:

General User Information

- Determine a password that you will be able to remember. Click on the box under Password and type in your password.
- Click on the box under Confirm Password and type in the same password typed in the Password box.

Profile Information

- Click on the box under First Name and type in your first name.
- Click on the box under Last Name and type in your last name.
- Click on the box under Company Name and type in the name of your Company.
- Click on the box under Group Number and type in the group number United Benefits has assigned to your company. If you have any questions regarding the group number, please contact United Benefits Group.

Recover Password Question and Answer

- Select a Question and Answer that only you know that will be used for security measures when a password needs to be recovered and/or reset.
- Click on the box under Question and type in your question
- Click on the box under Answer and type in your answer

The following is an example of what the page will look like after the information has been entered.

The screenshot shows the 'Register' page of the UBG Extranet. The page is titled 'Register' and includes instructions: 'Use this page to register for access to this site.' The form is divided into three main sections:

- General User Information:** 'Provide the user information for this new user.' Fields include E-mail Address (polly.payroll@gmail.com), Password (masked with dots), and Confirm Password (masked with dots).
- Profile Information:** 'Please provide information for this user profile.' Fields include First Name (Polly), Last Name (Payroll), Company Name (AAA Test Group), and Group Number (8888).
- Recover Password Question and Answer:** 'The question and answer provided may be used by a user to recover/reset his or her password. These fields are required when creating a new user.' Fields include Question (Mom's maiden name) and Answer (Smith).

At the bottom right, there are 'Finish' and 'Cancel' buttons.

To complete the registration, click on the Finish button located at the bottom on the right hand side. If you need to stop this process, click on the Cancel button located at the bottom on the right hand side.

It is very important that the Group number (red arrow) is entered exactly as your group number.

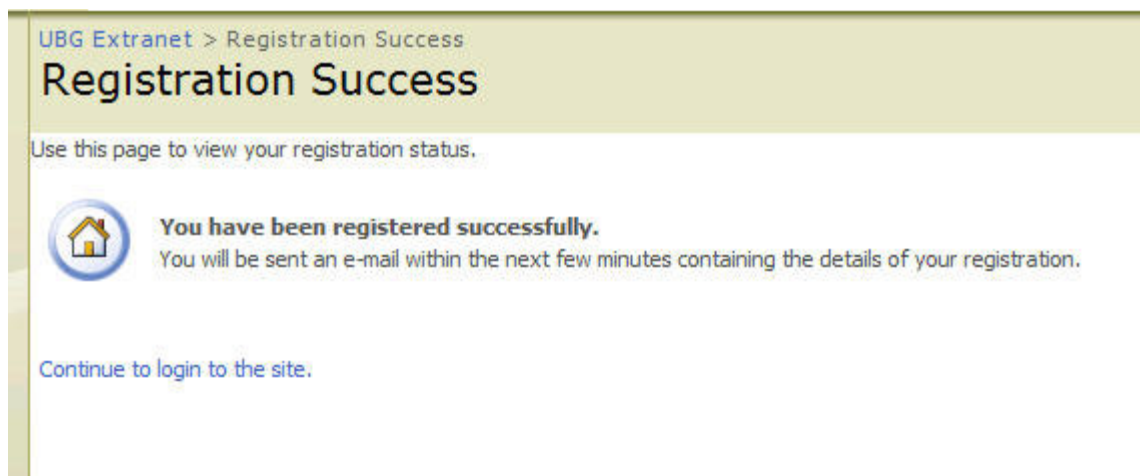
This close-up view of the 'Profile Information' section shows the following fields:

- First Name: Polly
- Last Name: Payroll
- Company Name: AAA Test Group
- Group Number: 8888

A red arrow points to the 'Group Number' field, emphasizing its importance.

If the group number is saved incorrectly, it will cause issues for access into the website. If you have any questions or concerns, contact United benefits group.

After clicking on Finished, you will receive the following box communicating that your registration is completed.



At this time, you can go directly to the United Benefits Group Employer Website but we would recommend that you wait and enter after you receive the following e-mail. At this step you will have access to the website, the Learning Center, view FAQ's, procedures and tutorial videos but not to the Contributions section.

After you have completed registration, you will receive an e-mail message that will confirm your log-in credentials as shown in the example below, the format may differ based on your e-mail software.

From: <spsadmin@dsionline.com>
Date: Wed, Jan 14, 2009 at 3:50 PM
Subject: You have successfully registered for the site '<http://extranet.ubgonline.net>'
To: polly.payroll@gmail.com

Dear polly.payroll@gmail.com,

You have successfully registered for access to the 'UBG Extranet' site located at <http://extranet.ubgonline.net>. This is the Employer Website for the Co-op Retirement Plan.

Your login credentials are...
UserName: polly.payroll@gmail.com
Password: my2girls

Your secret question and answer are...
Question: Mom's maiden name
Answer: Smith

Thank you,

spsadmin@dsionline.com Larry.Thompson@ubgonline.net
United Benefits Group/Co-op Retirement Plan

This completes your responsibility in the registration process, but United Benefits Group will need to complete several steps prior to you having access to the Contributions section. After you have received

the above e-mail, within a couple of days United Benefits Group will e-mail you with instructions on preparing employee information to be uploaded to the Employer Website. Instructions on how to use the Employer Website will be provided once United Benefits Group has completed your registration.