



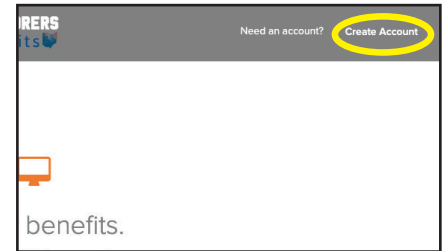
## CREATING MEMBERXG ACCOUNT

To create a MemberXG account, visit [ohiolaborers.com/memberxg](http://ohiolaborers.com/memberxg) and follow the steps below.

1. Select the **Member Login** box.



2. On the initial MemberXG screen, click the **“Create Account”** box in the upper right corner of the screen.



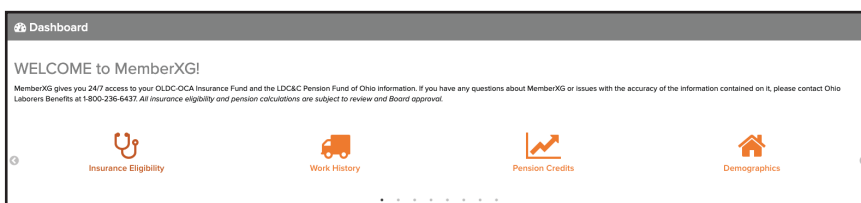
3. The following screen will appear. Fill out the required text boxes.

4. Click **“Next”** once all required information is filled out.
5. Enter a **password**. Select **three security questions with answers**. Check the **Terms of Use** and **Privacy Policy** checkbox. Click **“Finish”** once completed.
6. From the initial MemberXG screen, enter the email address you used to set up your account and the password, and click **“Login.”**

Once the account is created, you will be redirected to the initial MemberXG screen. An email with an access code will be sent from [memberxg@basys.com](mailto:memberxg@basys.com) to the email you provided when you set up your account. The access code will expire in 10 minutes.

Do not exit the MemberXG screen before entering the access code. You will want to view the access code email from another browser window or tab or from your email app on your smart phone. *Note: Each time you log in with a new computer/device, you must enter a new access code.*

7. Enter the access code you received in your email to and click **“Verify and Login.”**
8. From here, you can access the **Dashboard** and view your insurance and pension information.



If you have any question, please contact Ohio Laborers Benefits at [support@ohiolaborers.com](mailto:support@ohiolaborers.com).