

SHEET METAL WORKERS LOCAL No. 40



MEMBER SELF-SERVICE PORTAL GUIDE



Daniel H. Cook Associates, Inc. (Cook) has taken over administration for SMW L40 effective 01/01/2024. Please refer to the attached guide for how to access and use your exclusive Member Portal! If you are experiencing technical difficulties, please do not hesitate to reach out at SMW40@dhcook.com or (212) 505-5050, option 3.

WHAT IS THE MEMBER SELF-SERVICE PORTAL?

The Member Self-Service Portal will allow you secure electronic access to your work history, hours reported and contributions made on your behalf, Health Fund eligibility information, HRA balance, Pension Fund credit history, and other critical information. We hope the new Member Self-Service Portal will be a useful tool going forward.

HOW TO LOG IN

To log in, please go to the following website using your browser (Internet Explorer, Firefox, Chrome, Safari, etc.):

Website URL <https://dhcontributions.com/SMW40/TPALogin.aspx>

Log in as “Employee”

A screenshot of a web interface titled "Log in as...". It features three buttons: "Employer", "Employee", and "Agent". The "Employee" button is highlighted in orange and has a mouse cursor pointing at it.

If it is your first time logging in to the portal, please click “Click Here to Register”:

A screenshot of a web interface titled "Member Login". It contains two input fields for "UserName" and "Password", a "Login" button, and a link labeled "Click Here to Register" with a mouse cursor pointing at it.

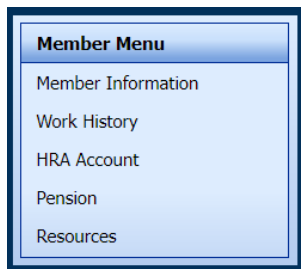
You will then be prompted to enter in your identifiers and to self-elect a username and password. Please write down your username and password for safe keeping.

A screenshot of a web interface titled "Participant Registration". It contains several input fields: "First Name", "Last Name", "Date of Birth" (with a dropdown arrow), "Last 4 Digits of SSN", "Email Address", "User Name", "Account Password", and "Confirm Password". Each of these fields has a red "Required" indicator to its right. A "Register" button is located at the bottom of the form.

PORTAL FEATURES

Once you log in, you will be greeted by the Sheet Metal Workers' Local No. 40 Logo and your name.

The **Member Menu** on the left-hand side of your screen, displays the following options:



Click on any of the above to explore more:

1. **Member Information:** In this tab, you will find your personal information, including your address, dependents, eligibility history, employment history and Beneficiary Information and Documents, if relevant.
2. **Work History:** In this tab, you will find all recent and historical worked hours organized by Period End, Employer, Agreement, Hours, and Status. You can adjust the period of time you are viewing as well.
3. **HRA Account:** In this tab, you will find your current HRA balance, plan (either single or family) and history of reimbursements.
4. **Pension:** In this tab, you will find your pension estimates, including your regular retirement date, countdown time until retirement, and regular pension monthly estimated amount. You can also use the feature to select a desired retirement date and calculate based on it. Please Note: This tab offers an estimated amount is based on unaudited Fund records and is not a guarantee of any amounts payable upon retirement. It is an estimate based on information currently available at the Fund Office. This information is subject to verification at the time you apply for a pension. Actual benefit amounts are based on the Plan provisions and subject to approval of the Board of Trustees. In all cases, the rules of the relevant Plan documents will govern.
5. **Resources:** In this tab, you will find links to PDF copies of various forms and resources. These will be updated as needed.

HOW TO CONTACT OUR TEAM

Please never hesitate to reach out to our team! We are here to help.



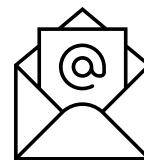
Write to us!

Sheet Metal Workers Local 40
1040 6th Avenue, 24th Floor
New York, NY, 10018



Call us!

(212) 505-5050
Option 3



Email us!

SMW40@dhcook.com for general
questions