



# **Operating Engineers Local 139**

## **Health Benefit Fund**

### **I-Site Self-Registration Instructions**

**Step 1: Find the Member log-in page at [iuoe139healthfund.org](https://iuoe139healthfund.org)**

**Step 2: Register for your Account**

**Step 3: Find Activation Code**

**Step 4: Activate Account**

Please note that access to I-Site requires Multi-Factor Authentication (MFA). MFA will be prompted for each log-in after your account has been activated.

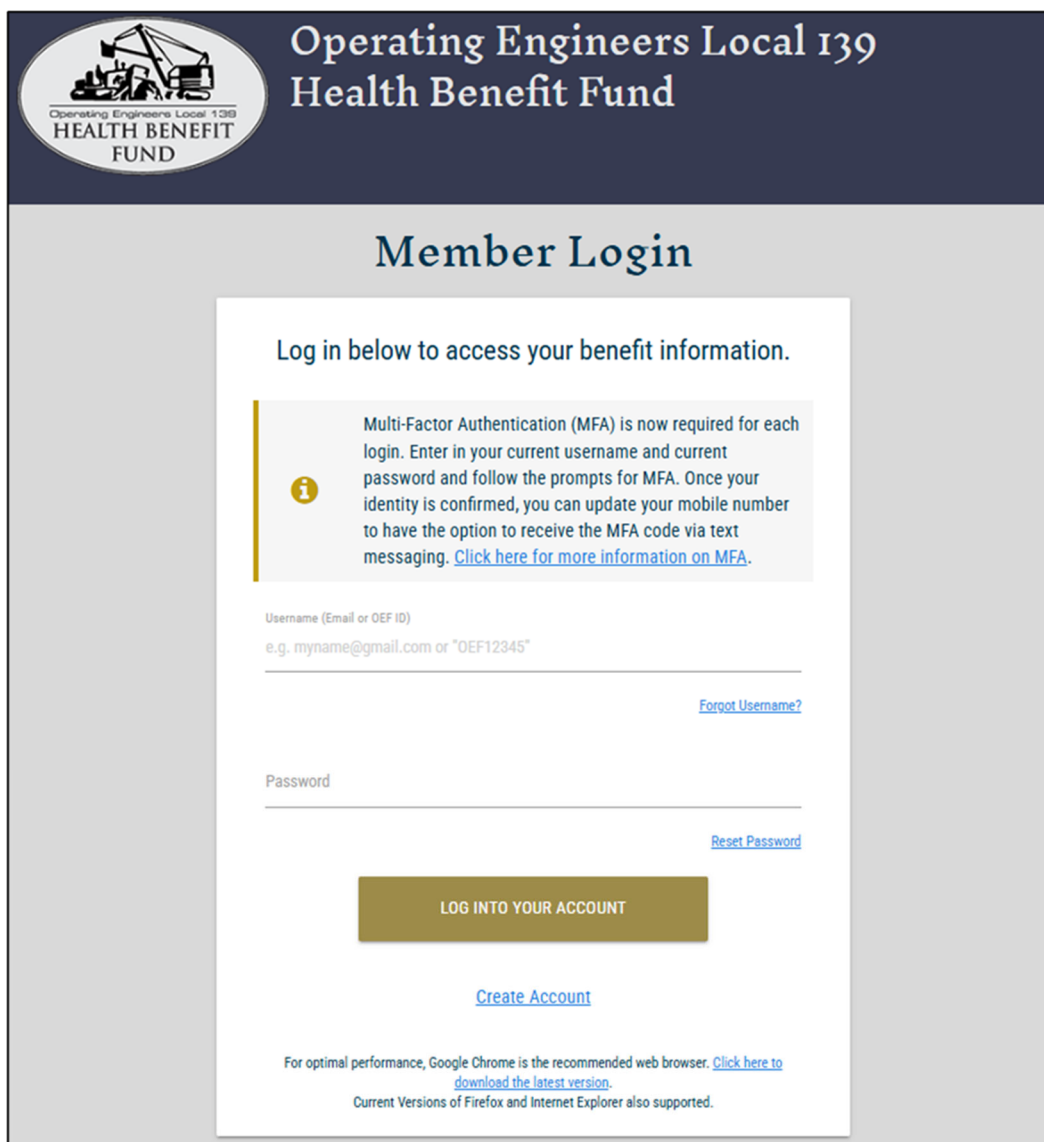
**If you have any issues, please contact the Fund Office at (262)-549-9190 or Toll-Free (800)-242-7018.**

## Step 1: Find the Member log-in page

- Go to <https://iuoe139healthfund.org/>
- Click on **Member Log-In**



It will bring you to this screen.

The image shows the 'Member Login' page. At the top is a dark blue header with the logo on the left and the text 'Operating Engineers Local 139 Health Benefit Fund' on the right. Below the header, the title 'Member Login' is centered. The main content area is light gray and contains a white box with the following elements:

- A heading: 'Log in below to access your benefit information.'
- An information icon (i) followed by a text block: 'Multi-Factor Authentication (MFA) is now required for each login. Enter in your current username and current password and follow the prompts for MFA. Once your identity is confirmed, you can update your mobile number to have the option to receive the MFA code via text messaging. [Click here for more information on MFA.](#)'
- A 'Username (Email or OEF ID)' field with the example 'e.g. myname@gmail.com or "OEF12345"' and a 'Forgot Username?' link.
- A 'Password' field and a 'Reset Password' link.
- A large brown button labeled 'LOG INTO YOUR ACCOUNT'.
- A 'Create Account' link.
- Footer text: 'For optimal performance, Google Chrome is the recommended web browser. [Click here to download the latest version.](#) Current Versions of Firefox and Internet Explorer also supported.'

## Step 2: Register for your Account

- Click on **Create Account** [Create Account](#)


### Register for Access


[Back to Login](#)[Activate](#)


Enter your information into the fields below to verify your identity and create your account. Only Operating Engineers Local 139 Health Benefit Fund members can register and log into the website.


! All fields are required and must be filled out.

#### Verify Your Identity

 Last Name





 Social Security Number

 Birth Date


MM/DD/YYYY


#### Create Your Account


 Email


 Re-enter Email


A valid email address is required

 Password




 Re-enter Password



 Security Question

Select a question

▼

 Answer to Question

An activation code will be sent to the email address you provide here. You will need to use this activation code to activate your account and login.

REGISTER FOR ACCESS

- Register for Account
  - Verify Your Identity
    - You will need to enter and verify:
      - Last Name
      - SSN
      - Date of Birth
  - Create Your Account
    - Enter valid email
      - Enter it twice
    - Create password
      - Password requirements:
        - 14 – 128 characters
        - 1 capital letter
        - 1 special character
        - 1 number
      - Enter it twice
  - Select a security question
    - Enter security answer
- Click **REGISTER FOR ACCESS**

REGISTER FOR ACCESS

### Step 3: Find Activation Code

- An activation code will be sent to your email address
- The Email will be titled “Member Website Registration”
  - Check your SPAM folder if needed for an email from *isite@issi-webportal.com*
- Write down Activation Code.
- Click on **ACTIVATE ACCOUNT** in the email or Click on **ACTIVATE NOW** if you are still on the Register for Access page.


## Register for Access

### Registration Complete

An activation code has been sent to the email address you provided. Please check your email for your code and a link to the activation page or click the button below. **Be sure to check your spam folder for your code.**

Activation codes don't expire and can be entered when you are ready to activate your account. To activate your account, you will need to provide your email, password, and activation code.

**ACTIVATE NOW**



### Thank you for registering for the Operating Engineers Local 139 Health Benefit Fund Participant Portal

To finish activating your account please use the information below and click the activate button

**Username:** Your email address

**Activation Code:** 33590178

**Password:** The password you set up during registration

To finish activating your website account please click on the below link:

**Activate Account**

Thank you,  
Operating Engineers Local 139 Health Benefit Fund

**Please do not reply to this message.**  
**This e-mail is automatically generated and replies to this e-mail address are not read.**

## Step 4: Activate Account

- Enter the email address you registered with. This will be your username for I-Site
- Enter the password you registered with.
- Enter the Activation Code sent to your email.
- Click Submit.
- If all boxes are correct, you will be taken back to the **Log-in** page.

### Activation

[Back to login](#)

\* All fields are required and must be filled out

Email:

Password:

Activation Code:

The activation code was emailed to you when you created your account.

SUBMIT

Please note that access to I-Site requires Multi-Factor Authentication (MFA). MFA will be prompted for each log in after your account has been activated.