



**CHAUFFEURS, TEAMSTERS AND HELPERS LOCAL UNION NO. 301, I.B. OF T.
HEALTH & WELFARE FUND AND PENSION FUND TRUSTEES**

MICHAEL T. HAFFNER, CHAIRMAN
36990 NORTH GREENBAY ROAD
WAUKEGAN, IL 60087
Phone: (847) 623-5430
Fax: (847) 623-5795

SAVE TIME & POSTAGE COSTS BY UPLOADING YOUR ENROLLMENT DOCUMENTS

How to upload documents to the Teamsters 301 Health and Welfare Fund Web Portal

You must have registered on our web portal to upload the documents. Have a scan or picture of your documents saved on your device.

Go to: www.teamsters301HWP.org on your web browser.

If you have already registered, then log in and go to Step 2.

Step 1 : Complete registration on the Teamsters Local 301 H&W and Pension Fund Web Portal.

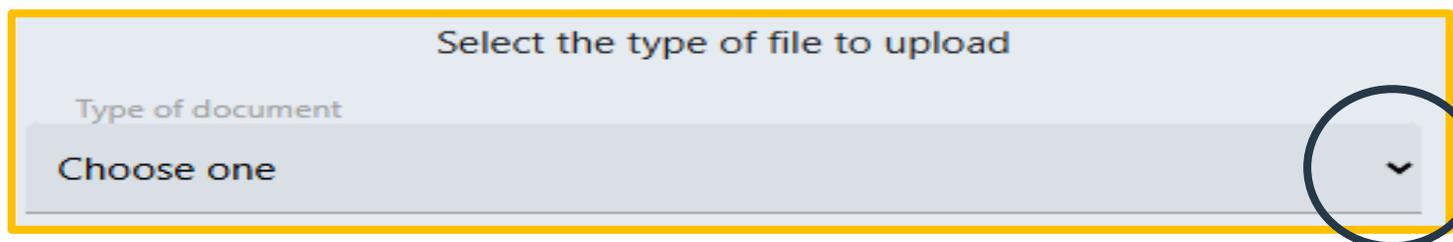
If you are new user, scroll down and click on  . Follow on screen instructions.

Step 2 : Once logged into the web portal following the instructions below to upload your documents.

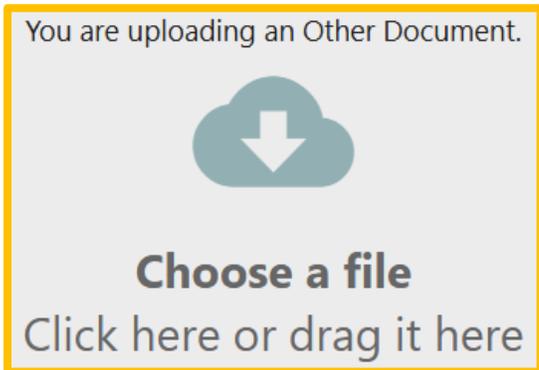
1. Click on “Upload Documents” as shown below.



2. Use the drop-down menu on your screen and choose the type of document you are uploading.



3. Follow directions on your screen. After clicking on “Choose a File” you will be prompted to find your saved document. Click on the document and then click “open”, or to drop and drag your document, open your file manager and drag your document to the box.

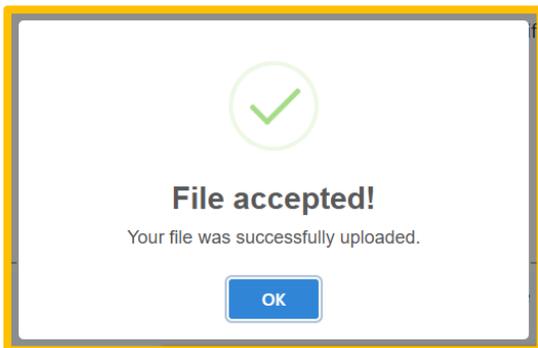


**Important: File must be smaller than 5MB.*

4. Once you have selected your document you will see the document name in the box.
5. Click on “UPLOAD”



6. Click OK below.



7. Repeat the steps if you are uploading multiple documents.

Required documents for Enrollment:

All Participants must submit a Completed Enrollment Form every year.

Proof of dependent status is required during an initial enrollment period.

If you are married a copy of your marriage certificate.

If you have children a copy of their birth certificate(s).

The Fund may request additional documents to determine coordination of benefits. All requests will be sent by US Mail.

Call the Fund Office
for assistance at
847-623-5430.

Success! Your file is now uploaded to the Teamsters 301 Health and Welfare Web Portal. The Fund Office will process your enrollment on the next business day.

This is not a guarantee of eligibility. See the Teamsters Local 301 H&W Fund SPD for eligibility requirements.