



ABF Participant – User Documentation
compiled 02/09

Note: some screenshots may look slightly different in certain browsers

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1. To access your account, log into Erisa systems:

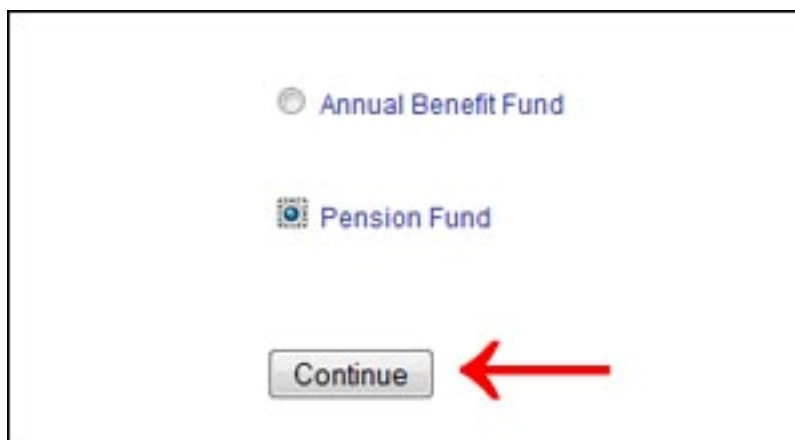
- a. In the address bar your Internet browser, type this URL: <https://erisafunds.com/>.



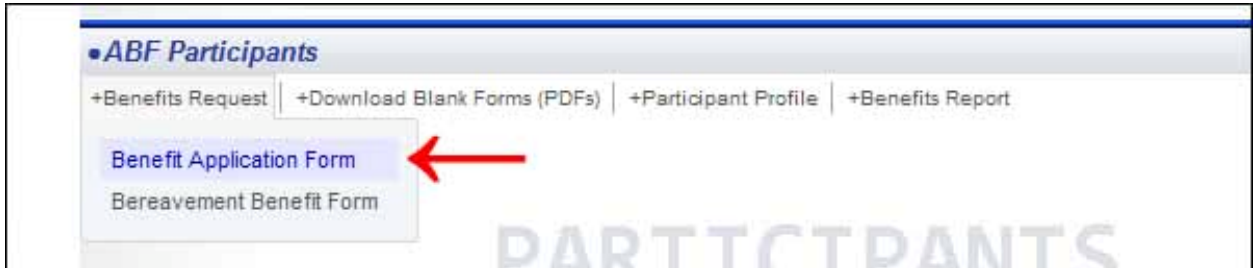
- b. Type in your **user name** and **password** in boxes and click “**Submit**” to log in. Click “forgot your password” if you forgot your password. A random password will be emailed to the email address on record for your account. Check your email and log back on using that password. You will be prompted to change your password to a desired one.



2. Choose desired fund and click “Continue”:



3. To access the **ABF Benefit Application Form**, log into ABF funds, then choose the first entry of the “Benefits Request” drop down menu:



Fill out all required information carefully. Click “Print”, if desired, then click “Submit” to enter form online.

4. To access the **ABF Bereavement Benefit Form**, log into ABF funds, then choose the second entry of the “Benefit Request” drop down menu:



Fill out all required information carefully. Click “Print”, if desired, then click “Submit” to enter form online.

5. To download or print any of the ABF forms, you must have Adobe Acrobat Reader installed. If you need to install the software, click here: <http://get.adobe.com/reader/>.

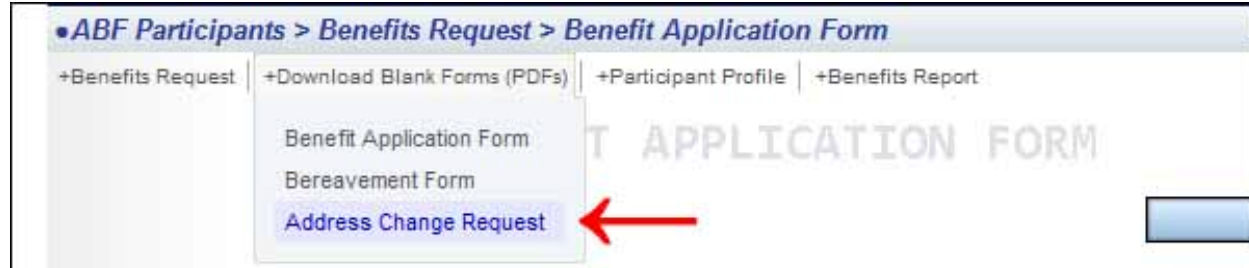
- a. To download or print the “Benefit Application Form”, log into ABF funds. Then choose “Benefit Application Form” from the “Download Blank Forms” drop down menu.



- b. To download or print the “Bereavement Form”, log into ABF funds. Then choose “Bereavement Form” from the “Download Blank Forms” drop down menu.



- c. To download or print the “Address Change Form”, log into ABF funds. Then choose “Address Change Form” from the “Download Blank Forms” drop down menu.



6. To access participant information, log into ABF and choose “Personal Info” from the “Participant Profile” drop down menu.



7. To change your participant password, choose “Change Password” from the Participant Profile drop down menu.



8. To view your benefits, log in to ABF:

- a. To view your reported hours, click “Reported Hours” from the “Benefits Report” drop down menu.



- b. To view your available benefits, click “**Benefits Available**” from the “**Benefits Report**” drop down menu.



- c. To view your paid benefits, click “**Benefits Paid**” from the “**Benefits Report**” drop down menu.

