

NEW ENGLAND CARPENTERS BENEFIT FUNDS

STEP-BY-STEP MEMBER SELF-SERVICE PORTAL INSTRUCTIONS:

- Type the following into any web browser: <https://selfservice.carpentersfund.org>
- When the page opens, click on the 'register' button.
- Enter your UBC number in the first field. Be sure to enter it in the **UXXXXXXXX** format. If you don't know what your UBC number is, you can contact Amy in the office at (603) 222-3223.
- Enter your birthdate. Be sure to enter it in the **MM/DD/YYYY** format, *including the slashes*.
- Enter your email address twice. *An email address is required to validate & access your account.*
- Choose a password & enter it twice, using the guidelines that follow: *Must be 8 characters long, and must have at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 symbol (!@#\$\$%^&)*
- Click 'Register' at the bottom of the page.
- You will now receive an activation email, which will be sent to the email account you entered in the form. Your account is now registered!
- If you click on the link in the email, it will bring you back to the login page, where you can enter your email & password you just set up after clicking "Login".

You can also enter <https://selfservice.carpentersfund.org> to access the site directly.
- Once you're logged in, you can click on the 5 options on the bottom (Hours, Eligibility, Balances, Profile, More) to verify your information is correct in the system.

PLEASE KEEP IN MIND: The Benefit Funds office is still working to improve the portal. If your benefits don't look right to you, please contact them at (800) 344-1515 or via email at membersupport@carpentersfund.org

For technical support with the portal (issues with logging in, etc.),
please contact (978) 253-5134