

## Creating a Bridgeway MemberView “Member” Account

\*\* Note: To create a MemberView account you must be an active participant in the MCA Health Care or Retirement Trusts.

1. Enter or copy & past the following URL into your internet browser:  
<https://c477.member.virtualfundoffice.com>
2. Click on “Create an Account” top right corner of the page or at the bottom of the page.

The screenshot shows a web browser window with the URL [https://auth.virtualfundoffice.com/oauth2/authorize?client\\_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&redirect\\_uri=https%3A%2F%2Fc477.api.virtualfundoffice.com%2Fsignin-oidc-m...](https://auth.virtualfundoffice.com/oauth2/authorize?client_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&redirect_uri=https%3A%2F%2Fc477.api.virtualfundoffice.com%2Fsignin-oidc-m...). The page header includes the MCA TRUSTS logo and the MemberView logo. The main content area is titled "Access Your Benefits" and contains a login form with fields for "Email" and "Password", and a "Submit" button. At the bottom of the page, there is a "Get help logging in" link and a "Don't have an account? Create an account" link. A red arrow points from the "Create an account" link at the bottom to the "Create an account" link at the top right of the page.

MemberView

https://auth.virtualfundoffice.com/oauth2/authorize?client\_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&redirect\_uri=https%3A%2F%2Fc477.api.virtualfundoffice.com%2Fsignin-oidc-m...

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HEALTH CARE & RETIREMENT

Don't have an account? [Create an account](#)

### Access Your Benefits

Check your benefits 24/7, no need to call the fund office.  
Login with your email and password to continue.

Email

Password

**Submit**

[Get help logging in](#)

Don't have an account? [Create an account](#)

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https://auth.virtualfundoffice.com/oauth2/register?tenantId=e2162b6f-60a4-43ae-8cb3-185de6b7bb24&client\_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&nonce=63906600332333494ZwQyY12OGUjMjg1NS00Y7NkLWE5Y7Y1MjMzT2k2M1CoNjBhOTU2OWQzM2EY21NS00...

3. Select “Member”, enter your email address and then confirm your email address and select “Continue”.

MemberView

https://auth.virtualfundoffice.com/oauth2/register?tenantId=e2162b6f-60a4-43ae-8cb3-185de6b7bb24&client\_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&nonce=639066110952131...

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HEALTH CARE & RETIREMENT

Already have an account [Login](#)

## CREATE AN ACCOUNT

Select a user type to get started.

**Member**  
This is the primary benefit owner

**Dependent**  
This is a spouse or family member

[Continue](#)

Step 1 of 3

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4. Enter your personal information and then click “Next”. The information (First name, Last name, Last 4 Digits of SSN, Birth date, and Zip code) must match what MCA Trusts has on file. If you are unsure, look at your MCA/Allegiance insurance card or if you only have a retirement account, look at your statement. Use the Mobile phone number you plan to use to access the MemberView mobile app.

MemberView

https://auth.virtualfundoffice.com/oauth2/register

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Already have an account [Login](#)

## CREATE AN ACCOUNT

Enter your personal info

Information About You

[Prev](#) [Next](#)

Step 2 of 3

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5. Now “Create an Account” by entering and confirming your password.

MemberView

https://auth.virtuallfundoffice.com/oauth2/register

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Already have an account [Login](#)

## CREATE AN ACCOUNT

Set your account password.

.....

.....

Your password must have the following:

- 8 character minimum
- 1 special character allowed (!@#%&+)
- 1 uppercase letter
- 1 number

Note: Spaces are not allowed in your password.

Keep me signed in

**Finish**

© 2025 Bridgeway Step 3 of 3

6. To enable two-factor authentication, you can choose by Email or Authenticator App. MCA Trusts recommends the authenticator App since it is more secure. Open your Authentication App (Duo, Google, or Microsoft) and scan the QR code. Once scanned, open your Authentication App and enter the Verification Code.

MemberView

https://auth.virtuallfundoffice.com/oauth2/two-factor-enable?client\_id=0b2917fa-8115-4390-a9ad-219b43d0ac61&code\_challenge=kQguu91Q0T0l3oMbdqwl7MeAq36ermi4Xxjlk...

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## Enable two-factor

For your security, this portal requires the use of two-factor authentication. Please select your desired second method from the list below. You can choose to use email or an Authenticator app to receive your access codes for verification. Your access codes will be sent to the selected method each time you log in.

Select a method \*

Authenticator app

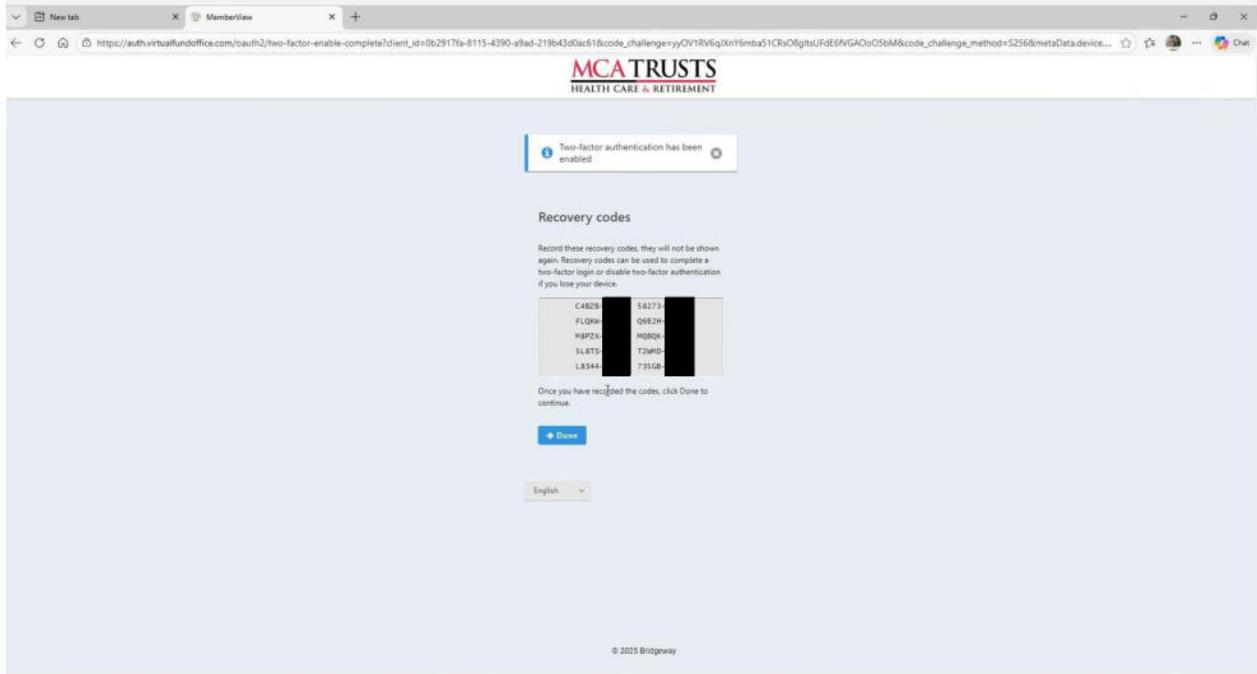
Open your authentication app and scan the QR code. Then enter the code from your authenticator app in the form below.



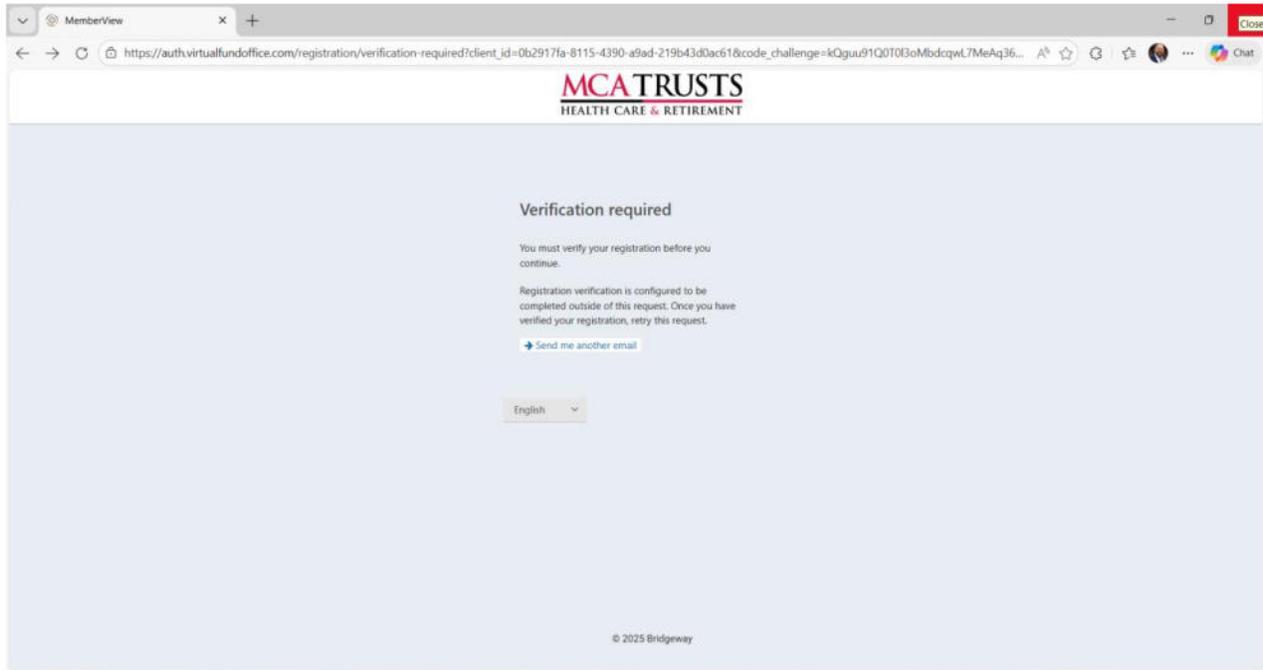
Verification code \* © 2025 Bridgeway

Enter the one-time code

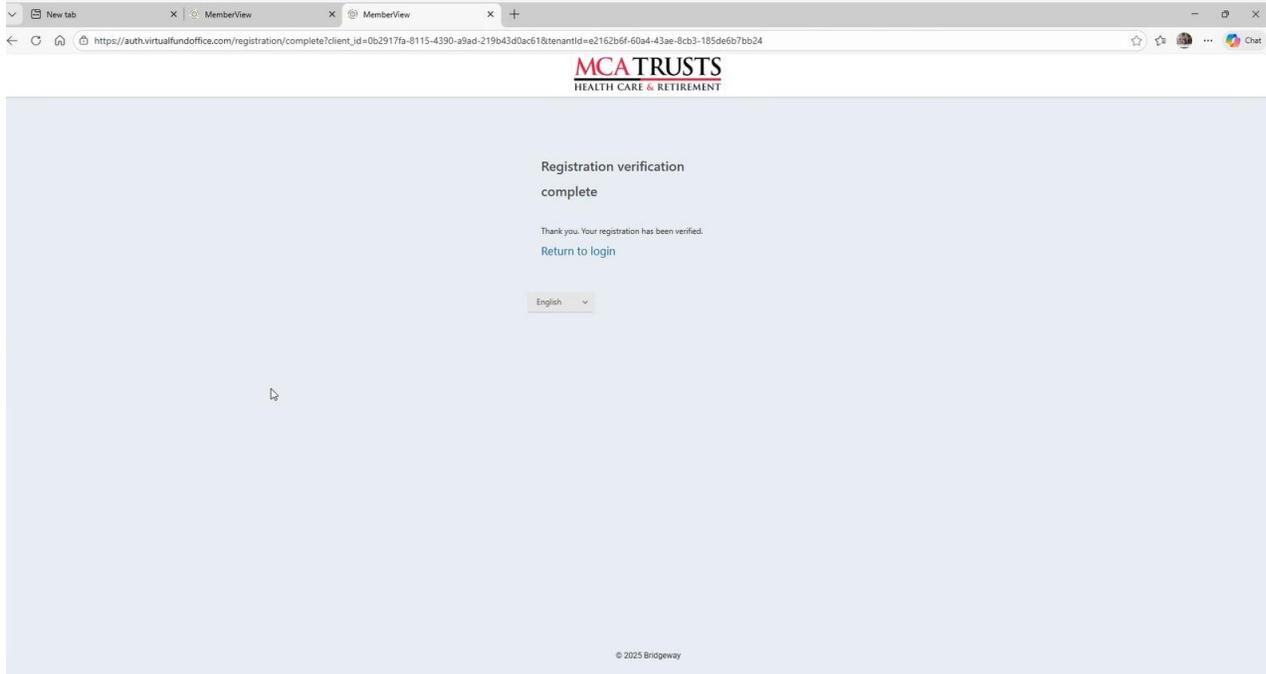
7. You will now be directed to your “Recovery codes” screen. Once you have recorded the codes, click on the “Done” button.



8. You will now be directed to the “Verification required” screen and an email will be sent to the email you used to setup this account.



9. In your email inbox open the verification email to verify the setup of your account. If you do not see it in your inbox, check your junk mailbox or security scan box.



10. Your account is now active. Click on "Return to login" and enter your username and password, you will be directed to the Authentication screen, enter your authentication code and you are in. Congratulations!