

Member Portal – Login & Registration Instructions

Step 1: Access the Member Portal

Visit the Local 354 website and navigate to the Health & Pensions section:
<https://www.lu354.com/health-pensions/>

Step 2: Register for an Account

Click “**Create Account**” and complete all required fields:

- 1 Enter your **Last Name, Social Security Number, and Date of Birth**
- 2 Enter a valid **email address** (you will be asked to enter it twice)
- 3 Create a **password** (14–128 characters, at least 1 capital letter, 1 number, and 1 special character)
- 4 Select a **security question** and provide an answer
- 5 Click “**Register for Access**”

All fields are required. Incomplete or incorrect entries will be highlighted in red.

Step 3: Retrieve Your Activation Code

After registering, an **activation code will be sent to the email address you provided**. Please allow several minutes for delivery and check your spam or junk folder if necessary.

Step 4: Activate Your Account

Return to the Member Portal and click “**Activate Account**”. Enter your username, password, and activation code. If all information is correct, you will be returned to the login page.

Step 5: Log In

You may now log in and view your benefit information using your username and password.

Common Issues & Helpful Tips

- 1 **Activation email not received:** Check spam/junk folders or verify that your email address was entered correctly.
- 2 **Password errors:** Ensure your password meets all required criteria (length, capital letter, number, special character).
- 3 **Incorrect personal information:** Your name, SSN, and date of birth must match Funds Office records exactly.
- 4 **Still having trouble?** Contact the Funds Office for assistance at (724) 925-7238.