

Pipe Trades Services Minnesota Member Portal 5-Step Login Instructions

Step 1: Find Member Login at ptsmn.org

Step 2: Register for Account

Step 3: Find Activation Code

Step 4: Activate Account

Step 5: Log In

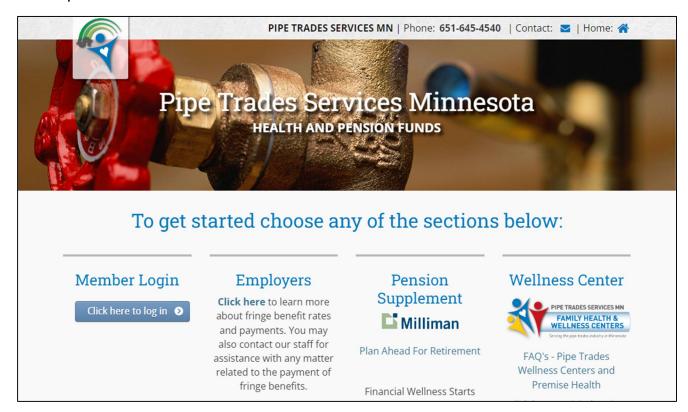
If you have any issues, please contact the Fund Office at (651) 645-4540.



Step 1: Find Member Login on ptsmn.org

- Go to ptsmn.org
- Click on **MEMBER LOGIN**

Desktop Version





Mobile Version



To get started choose any of the sections below:

Member Login

Click here to log in •



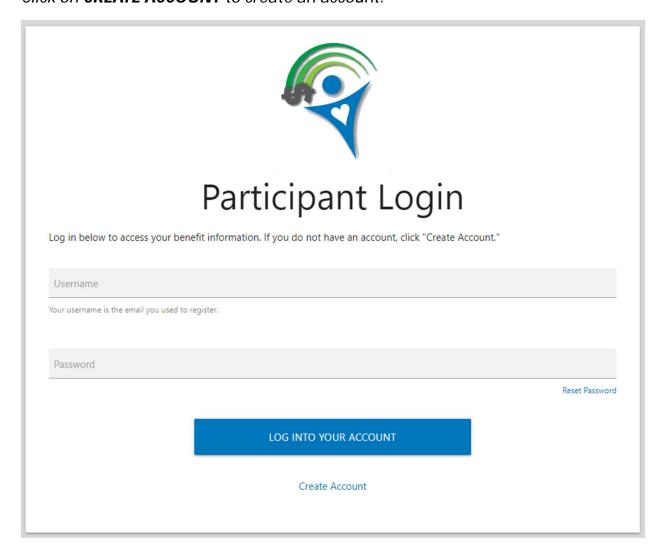


Step 2: Register for Account

- Click on **REGISTER FOR ACCOUNT**
- Register for Account
 - o Click on each box and fill out the field
 - o All fields are required. Incomplete boxes will be marked red.
- Verify Your Identity
 - o Click on Last Name, SSN, Date of Birth and fill in each box
- Create Your Account
 - o Enter valid email (click on box).
 - o Enter it twice
 - o Create password (click on box)
 - o 8 128 characters, 1 capital letter, 1 special character, 1 number
 - o Enter it twice
 - Select a security question
 - o Enter security answer
- Click **REGISTER FOR ACCESS**



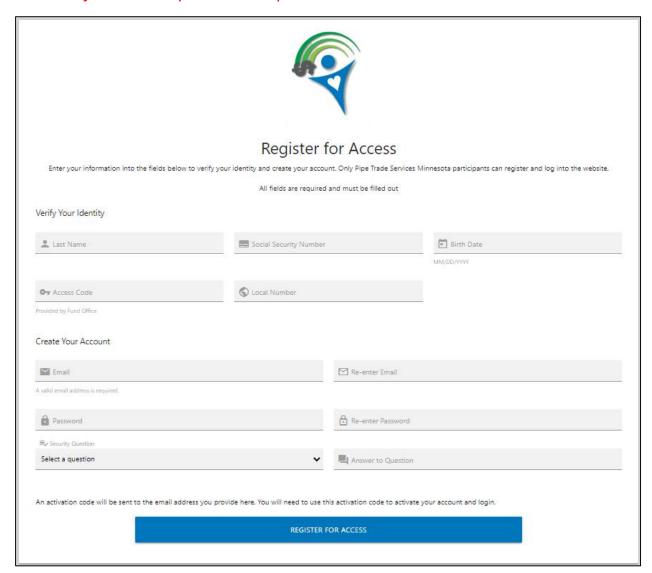
This is the Login page where you can log in to access your benefit information. Click on **CREATE ACCOUNT** to create an account.





Register for Account

- Click on each box and fill out the field.
- All fields are required. Incomplete boxes will be marked red.





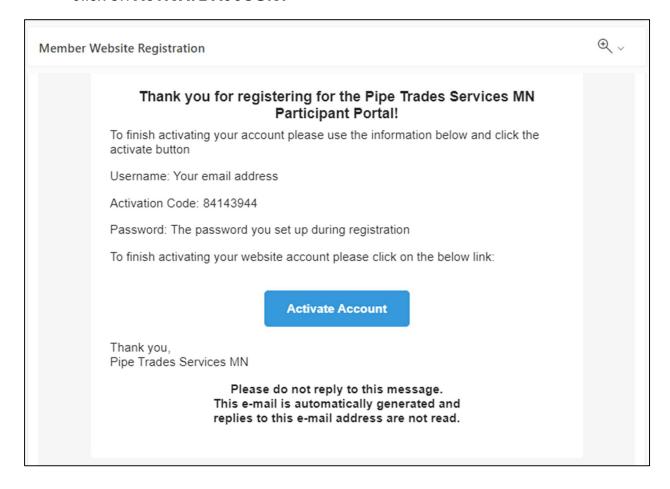
To verify your identity, the Access Code will be provided by the Fund Office. Your Local Number is a six-digit code. Please contact the Fund Office if you have any questions.





Step 3: Find Activation Code

- An activation code will be sent to your email address
- Search for an email titled "Member Website Registration"
- Check your SPAM folder if needed for an email from website@ptsmn.org
- Write down Activation Code.
- Click on ACTIVATE ACCOUNT

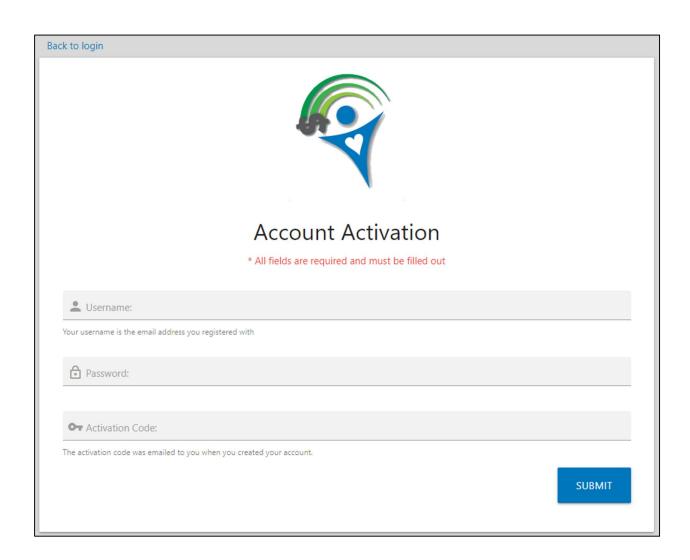




Step 4: Activate Account

- Click on each box and fill out the field
- Click on username. Your username is the email address you registered with.
- Click on password. Fill it in with password you registered with.
- Click on activation code. Fill it in with the code from your email.
- If all boxes are correct, you will be taken back to the Log in page.

If you have any issues, please contact the Fund Office at (651) 645-4540.





Step 5: Log In

- Congratulations! You may now log in to view your benefits.
- Click on username. Your username is the email address you registered with.
- Click on password. Fill it in with password you registered with.
- Click on LOG INTO YOUR ACCOUNT.

