



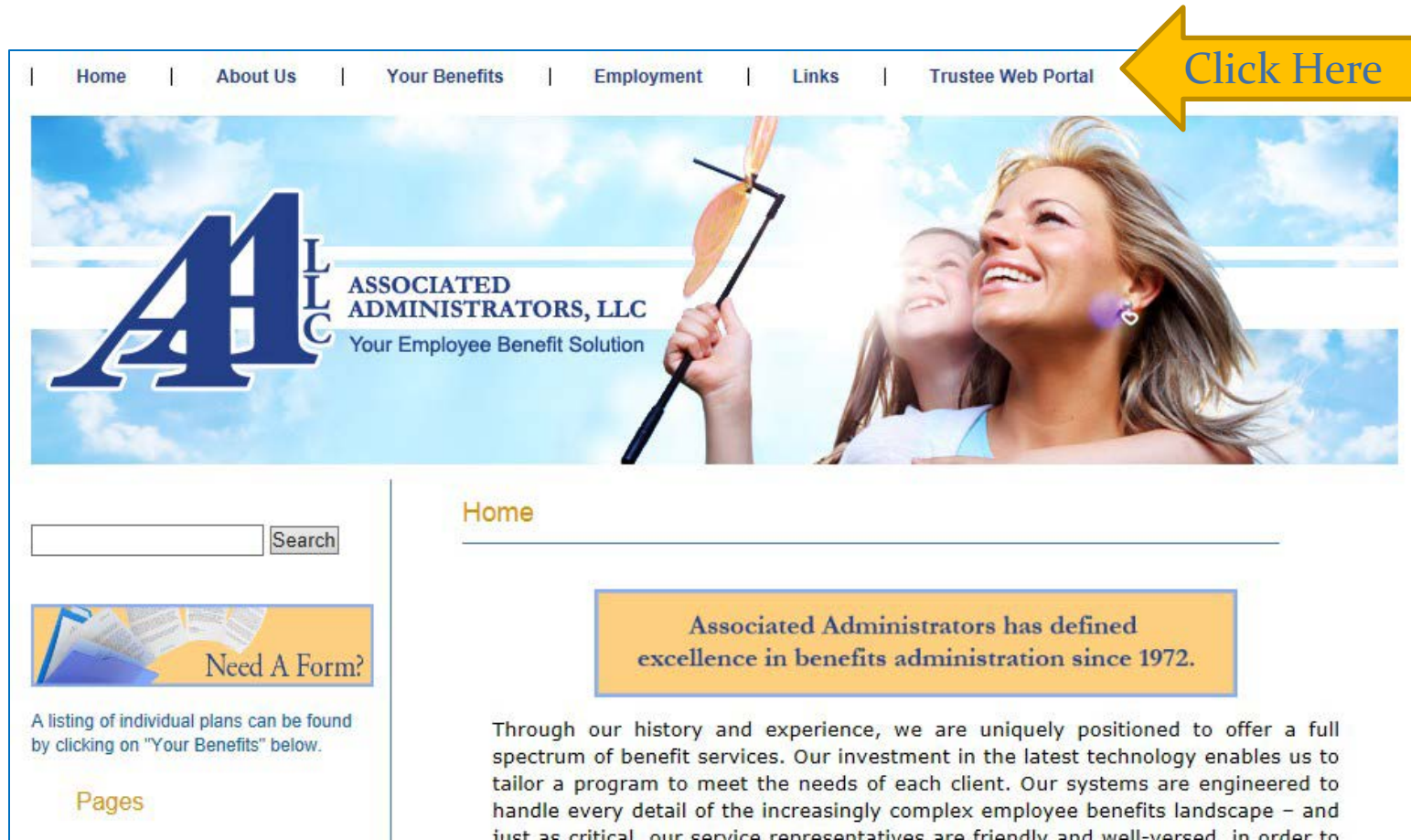
Trustee Web Portal Overview



This secure portion of our website was established to allow our clients to access meeting materials in advance of scheduled meetings and to reduce the amount of paper used. An additional benefit is that you may access meeting materials at any time and not have to store this information on your own computer.

We hope that you find this Trustee Web Portal to be a useful tool. Please contact your Account Executive if you have any questions.

Step 1: The trustee web portal can be accessed at
www.associated-admin.com



The screenshot shows the homepage of the Associated Administrators, LLC website. At the top, a navigation bar contains links: Home, About Us, Your Benefits, Employment, Links, and Trustee Web Portal. A large yellow arrow points from the right towards the 'Trustee Web Portal' link, with the text 'Click Here' inside it. Below the navigation bar is a large banner image featuring the company logo (a large 'A' with 'LLC' to its right) and the text 'ASSOCIATED ADMINISTRATORS, LLC Your Employee Benefit Solution'. The banner also includes a photograph of two smiling women looking up at a butterfly on a stick. Below the banner, on the left, is a search bar with a 'Search' button and a section titled 'Need A Form?' with a link to 'A listing of individual plans can be found by clicking on "Your Benefits" below.' and a 'Pages' link. On the right, under the 'Home' heading, is a yellow box with the text 'Associated Administrators has defined excellence in benefits administration since 1972.' followed by a paragraph describing the company's history and services.

Home | About Us | Your Benefits | Employment | Links | Trustee Web Portal

Click Here

ALLC
ASSOCIATED ADMINISTRATORS, LLC
Your Employee Benefit Solution

Search

Need A Form?

A listing of individual plans can be found by clicking on "Your Benefits" below.

Pages

Home

Associated Administrators has defined excellence in benefits administration since 1972.

Through our history and experience, we are uniquely positioned to offer a full spectrum of benefit services. Our investment in the latest technology enables us to tailor a program to meet the needs of each client. Our systems are engineered to handle every detail of the increasingly complex employee benefits landscape – and just as critical, our service representatives are friendly and well-versed, in order to

Step 2: Logging In

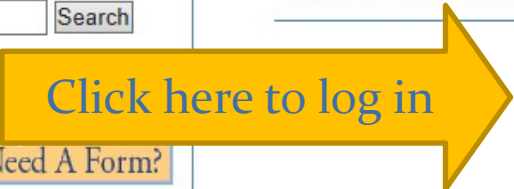
[Home](#) | [About Us](#) | [Your Benefits](#) | [Employment](#) | [Links](#) | [Trustee Web Portal](#) | [Contact Us](#)



**ASSOCIATED
ADMINISTRATORS, LLC**
Your Employee Benefit Solution



[Trustee Web Portal](#)



Click here to log in

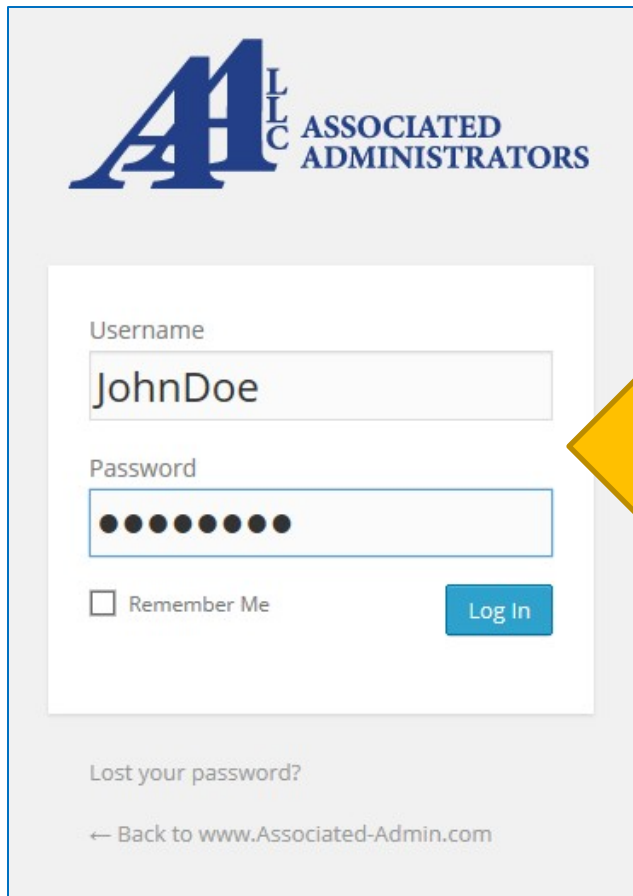


Need A Form?

A listing of individual plans can be found by clicking on "Your Benefits" below.

Please **Log In** to view the Funds associated with your Trustee Web Portal account .

Step 2 cont.. Logging In



The screenshot shows the login interface for Associated Administrators, LLC. At the top left is the logo, which consists of a large blue 'A' with 'LLC' in smaller letters to its right, followed by the text 'ASSOCIATED ADMINISTRATORS'. Below the logo is a white login box. Inside this box, there is a 'Username' label above a text input field containing 'JohnDoe'. Below that is a 'Password' label above a password input field represented by ten black dots. Under the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. At the bottom of the login box, there is a link that says 'Lost your password?' and a link that says '← Back to www.Associated-Admin.com'.

A username and password will be sent to you by Associated Administrators, LLC.



Enter Username and Password

Enter your username and password and then click on the Log In button

Step 3: Accessing Information

Once you have logged in, you may access meeting materials for any fund for which you are currently an appointed Trustee. To access this information, simply click on the “Trustee Web Portal” tab above and choose the applicable fund from the list in the drop down menu, or alternatively select the fund name listed on the left side bar of this web page, directly under the “Trustee Web Portal” link.

Home | About Us | Your Benefits | News | Directions | Contact Us | Useful Links | Employment | [Trustee Web Portal](#)

AA^{LLC} ASSOCIATED ADMINISTRATORS
Customer Focused, Technology Driven

Click Here to view fund specific materials

Fund ABC
Fund DEF
Fund GHI
Welcome

Search

The list of individual Locals has been moved to the Your Benefits page.

Pages

- [Home](#)
- [About Us](#)
- [Your Benefits](#)
- [News](#)
- [Directions](#)
- [Contact Us](#)
- [Useful Links](#)
- [Employment](#)
- [Trustee Web Portal](#)
 - [Fund ABC](#)
 - [01/01/2001 Meeting](#)

Welcome

Trustee Web Portal

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We hope that you find this Trustee Web Portal to be a useful tool. Please contact your Account Executive if you have any questions.

Thank you,
Associated Administrators, LLC

or Click Here to view fund specific materials

Step 3 cont.: Accessing Information

Access meeting materials by clicking on the date links shown below.

[Home](#) | [About Us](#) | [Your Benefits](#) | [News](#) | [Directions](#) | [Contact Us](#) | [Useful Links](#) | [Employment](#) | [Trustee Web Portal](#)



The list of individual Locals has been moved to the Your Benefits page.

Pages

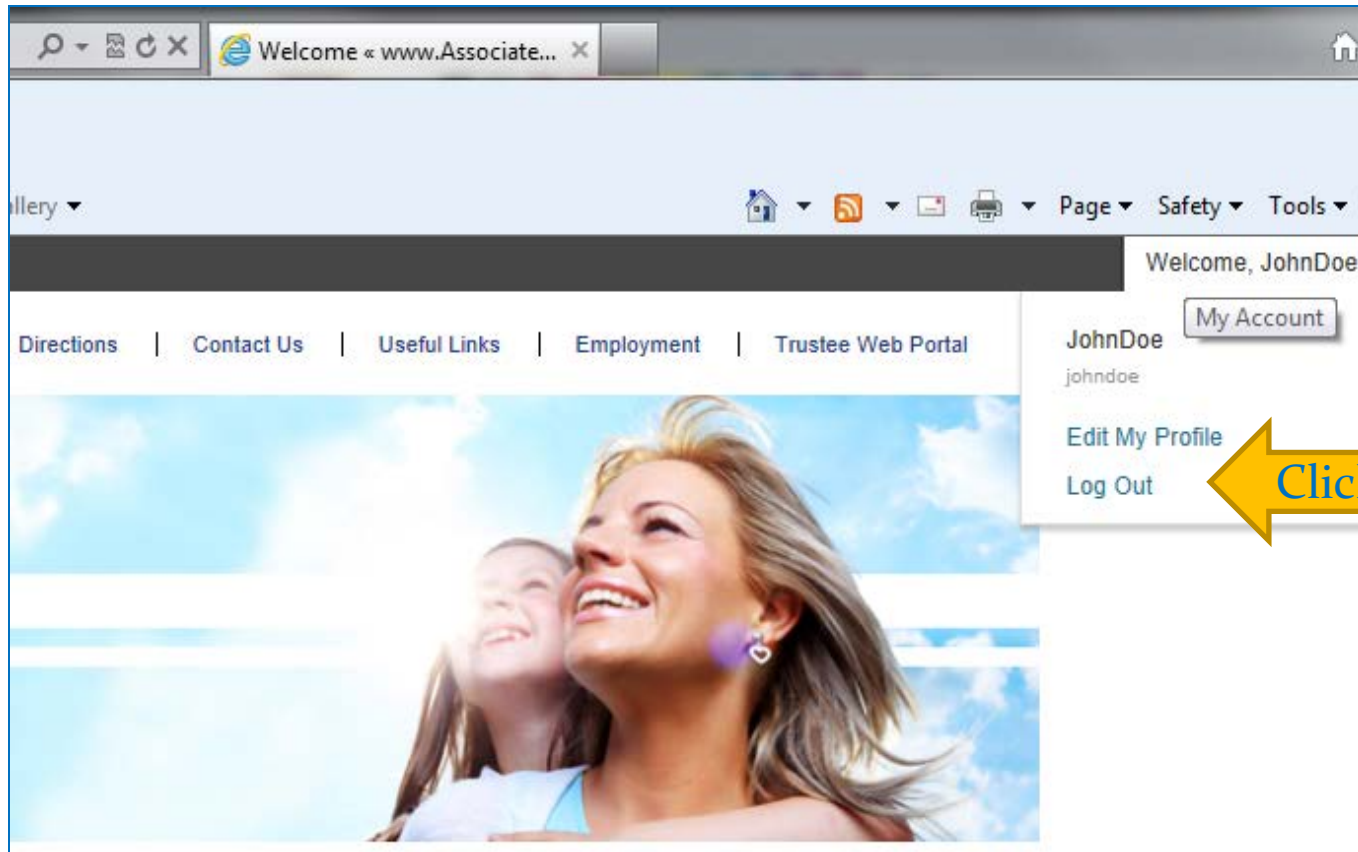
- [Home](#)
- [About Us](#)

Fund ABC

- Meeting 01/01/01
- Meeting 01/01/01
- Meeting 01/01/01
- Meeting 01/01/01



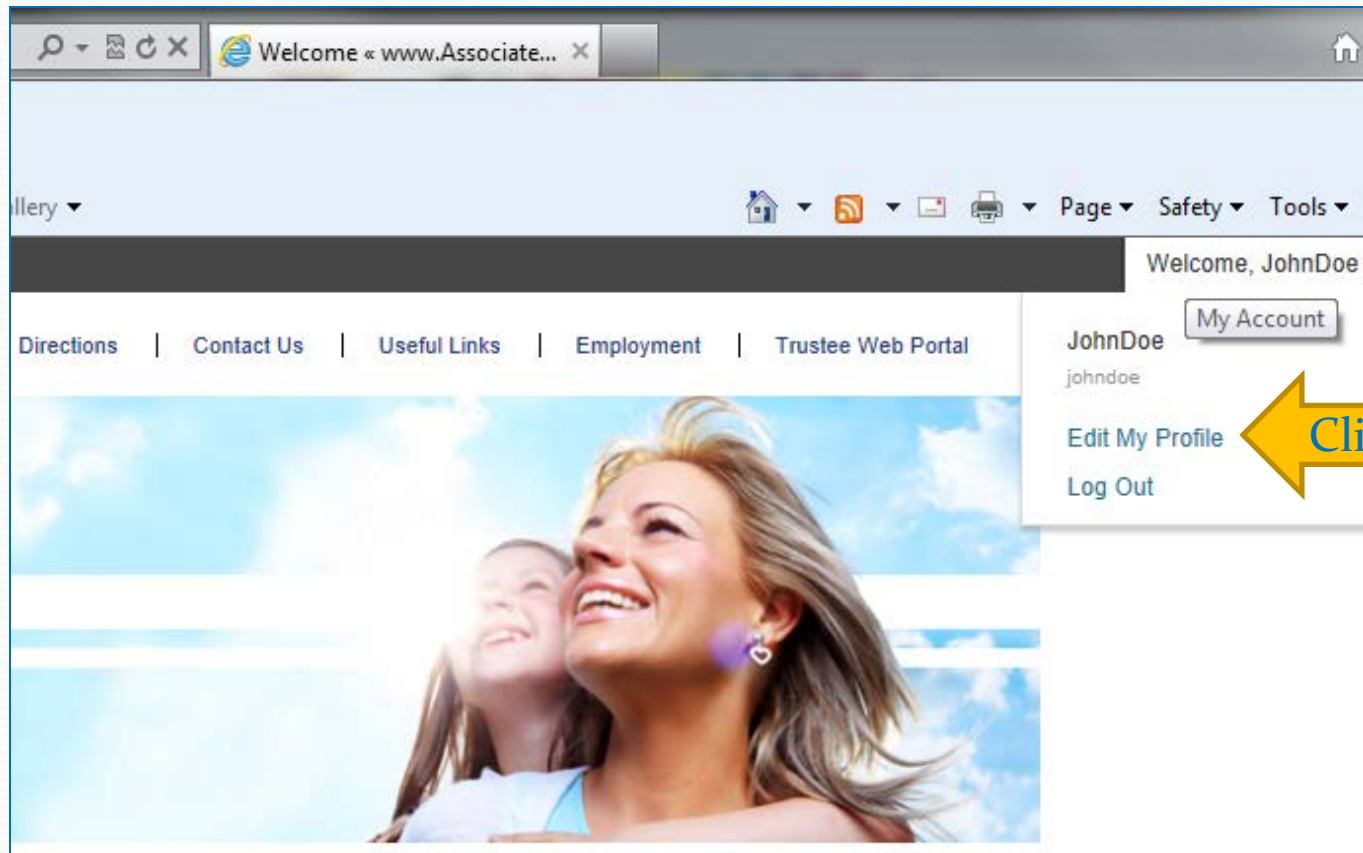
Step 4: Log Out



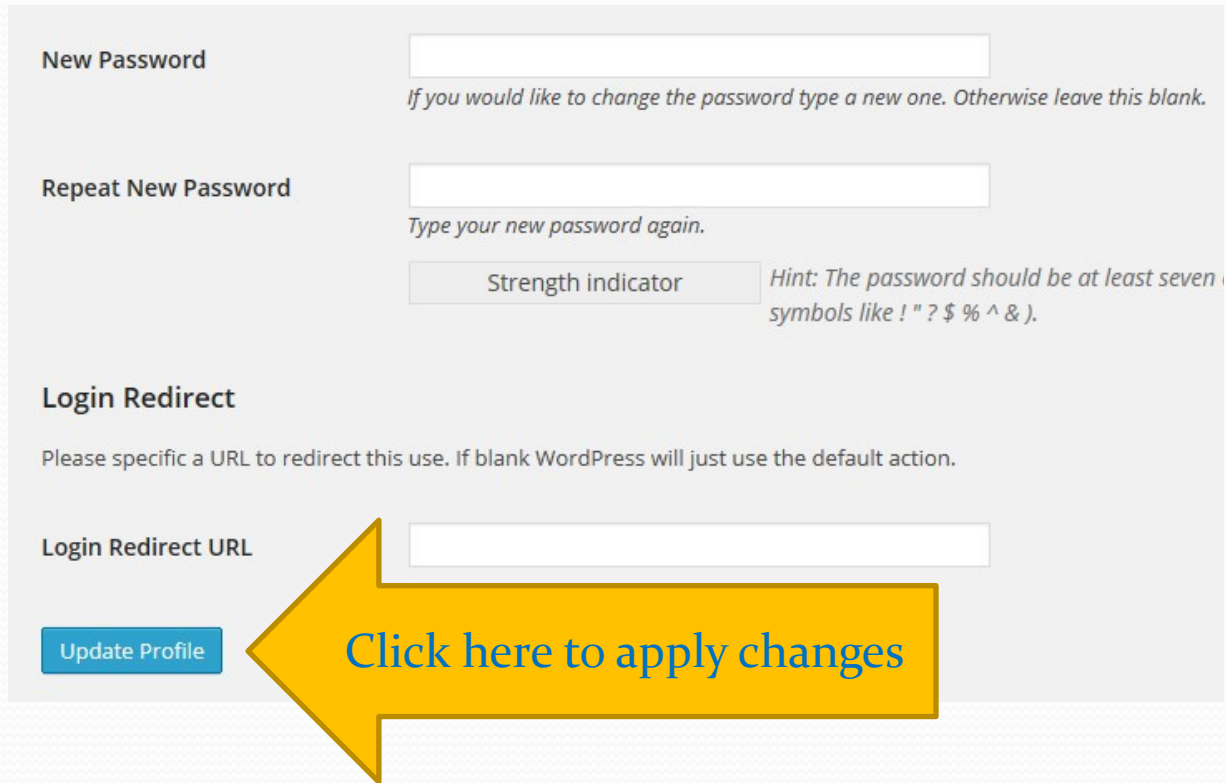


Editing Your Profile and Changing Your Password

Once logged in, you can edit your user profile by hovering over the welcome message in the top, right corner of your browser and choosing *Edit My Profile*.



The password reset options can be found at the bottom of the profile options window.



New Password

If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password

Type your new password again.

Strength indicator *Hint: The password should be at least seven symbols like ! " ? \$ % ^ &).*

Login Redirect

Please specify a URL to redirect this user. If blank WordPress will just use the default action.

Login Redirect URL

[Update Profile](#)

Click here to apply changes

To go back to the Trustee Web Portal or Log out

The image displays two screenshots of the 'Profile' page on the website <https://www.associated-admin.com/wp-admin/profile.php>. The top screenshot shows the 'Personal Options' sidebar with a yellow arrow pointing to the 'Visit Site' link. The bottom screenshot shows the 'Log Out' button in the user profile dropdown menu, also highlighted with a yellow arrow.

Top Screenshot: Personal Options

- Admin Color Scheme: Blue
- Toolbar: ☒ Show Toolbar
- Name: [Redacted]

Bottom Screenshot: User Profile

- Welcome, Anne-marieS
- Anne-marieS
- anne-maries
- Edit My Profile
- Log Out

Navigation Instructions:

- Click Here to go back to the trustee web portal** (Pointing to the 'Visit Site' link in the top screenshot)
- Click Here to Log out** (Pointing to the 'Log Out' button in the bottom screenshot)



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Trustee Web Portal to be a useful tool.

Thank you,
Associated Administrators, LLC
Your Employee Benefits Solution