

## AIARC MEMBER WEB PORTAL LOGIN GUIDE

*[AIARC Member Web Portal](#) enables Center employees to view and print their monthly paystubs and insurance coverage information. To create your online account, please follow the Registration Login instructions below.*

### I. AIARC Login Page to Create Account



Go to the AIARC Member Web Portal at <https://benefits.aiarc.org>. So you don't have to remember this address in the future, you may want to add it to your favorites in your browser!

If you are a first-time user, please click on the "Register" button to create your online account.

If you experience any problems or have any questions, please send an email to [AIARCWEB@cgiar.org](mailto:AIARCWEB@cgiar.org). You will receive a response during regular business hours in the United States of America (9 am to 5 pm Eastern Standard Time [New York]).

## I. Registration Page #1 – Personal Details

You will need to know your Pension/AIARC Employee ID number or your Vanbreda Medical Insurance ID number to register. Your AIARC coordinator will provide you with your 6-digit Pension/AIARC Employee ID number. For the Pension/(AIARC) Employee ID, make sure you enter all digits, including any preceding zeroes.

If you have medical insurance through IARC, your Medical Insurance ID number can be found on your Vanbreda Medical Insurance Card. For the Insurance ID number, enter only the last 5 digits – 217 has already been entered for you – see example below.

***It is very important that this information is entered exactly as the information that you entered in your original enrollment forms.***

To register for participation, please provide the following information

Pension/Employee ID #  (On your pension statement/paystub) Enter your 6-digit Pension/AIARC Employee ID# or last 5 digits Medical Insurance ID# to begin registration. **Please do not enter both numbers.**

or

Insurance ID # 217/  (On your insurance card)

Last Name

First Name  (as listed on your statement or insurance card)

Birth Date  Click the Calendar icon to choose Month, Year and Date.  
(Select calendar located to the right of the box. Select—in order—the Month, then Year, then Day.)

## I. Registration Page #2 – Dependent or Beneficiary

You will need to know the first name and date of birth of a beneficiary or dependent that was listed on your IARC Insurance Plan Enrollment Form submitted to AIARC. Please note that if your beneficiary has a compound first name, such as “Maria Grace”, our system may only recognize “Maria” as the first name.

### Participant Registration

To verify your account, please provide the following information

**i** **Dependent:** spouse or child covered under AIARC Insurance Plan  
**Beneficiary:** Recipient of death benefit of AIARC life insurance policy or retirement plan funds

Dependent or Beneficiary First Name

Dependent or Beneficiary Date of Birth  Click the Calendar icon to choose Month, Year and Date.  
(Select calendar located to the right of the box. Select—in order—the Month, then Year, then Day.)

## I. Registration Page #3 – Security Questions

You must enter a personal confidential email address on this screen in order to receive your Temporary Personal Identification Number (PIN). To prevent unauthorized access to your account, make sure you provide answers to your chosen security questions. These answers will assist AIARC in verifying your identity should you forget your password.

### Participant Registration

Welcome to the Association of International Agricultural Research Centers Web Portal. Please provide us with your current e-mail address to receive your temporary password.

E-mail Address   
Reenter E-mail Address

Please answer the following security questions. These questions will be used to verify your identity if you forget your password in the future.

Security Question 1    
Security Answer 1   
Security Question 2    
Security Answer 2   
Security Question 3    
Security Answer 3   
Security Question 4    
Security Answer 4   
Security Question 5    
Security Answer 5

To choose a security question, click the dropdown arrow to open the list of security questions.

## II. Confirmation Email from AIARC with Your Temporary Password (PIN)

Upon successful registration, you will receive a confirmation email from [AIARCWEB@cgiar.org](mailto:AIARCWEB@cgiar.org) with the Temporary PIN number. You should receive this email within 24 hours of registration. If you do not receive a confirmation email within 24 hours, check your junk box or send an email to [AIARCWEB@cgiar.org](mailto:AIARCWEB@cgiar.org).

Dear AIARC Member,

Our records indicate that you recently completed the AIARC Online registration process. **If this is not the case, please contact us immediately at [AIARCWEB@cgiar.org](mailto:AIARCWEB@cgiar.org).**

Please use the following information to log into your account:

**LOGIN ID = ID you used during Registration**

**PASSWORD = DG%;Ucd3**

Once you have logged into AIARC Online for the first time, you will be required to change your password. Your new password cannot contain a string that includes your first or last name. It must be between **8 and 15 characters in length** and must contain at least:

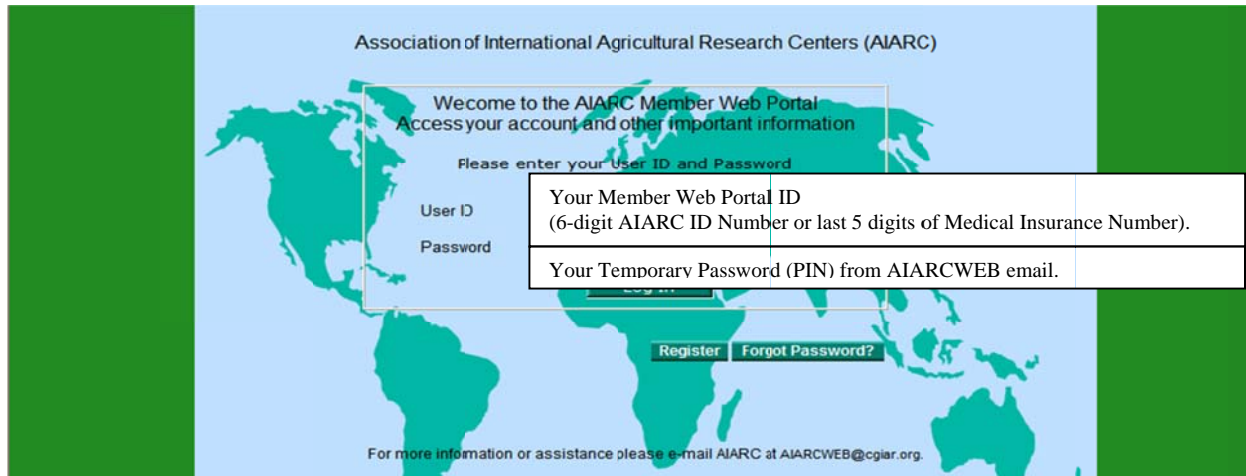
- two upper case letters (also known as capital letters);
- one lowercase letter (also known as a common letter);
- two numbers; and,
- one of the following non-alphanumeric characters—a period, a comma, a colon, a semi-colon, a dollar sign or a percent sign.

Please make your password difficult enough that no one will guess it. Keep it confidential.

If you experience any problems accessing your account, or have any questions or comments, please email AIARC at [AIARCWEB@cgiar.org](mailto:AIARCWEB@cgiar.org). A member of our staff will respond to you shortly.

### III. AIARC Login Page to Access Account

After you receive your Temporary PIN, please return to the AIARC Login Page at <https://benefits.aiarc.org> and enter your Pension/AIARC Employee ID number (6-digit) or your Vanbreda Medical Insurance ID number (last 5 digits). *Remember to use the same ID number that you used to create your account.* Type in your temporary PIN (Password) you received **in the confirmation email.**



### IV. Changing your Password

If you are a first time user, you will be asked to create a New Permanent Password.

Your Password must be between 8 and 15 characters in length, cannot contain a string that includes your first or last name, and must contain at least:

- two uppercase letters (also known as capital letters);
- one lowercase letter (also known as a common letter);
- two numbers; and,
- one of the following non-alphanumeric characters—a period, a comma, a colon, a semi-colon, a dollar sign or a percent sign.

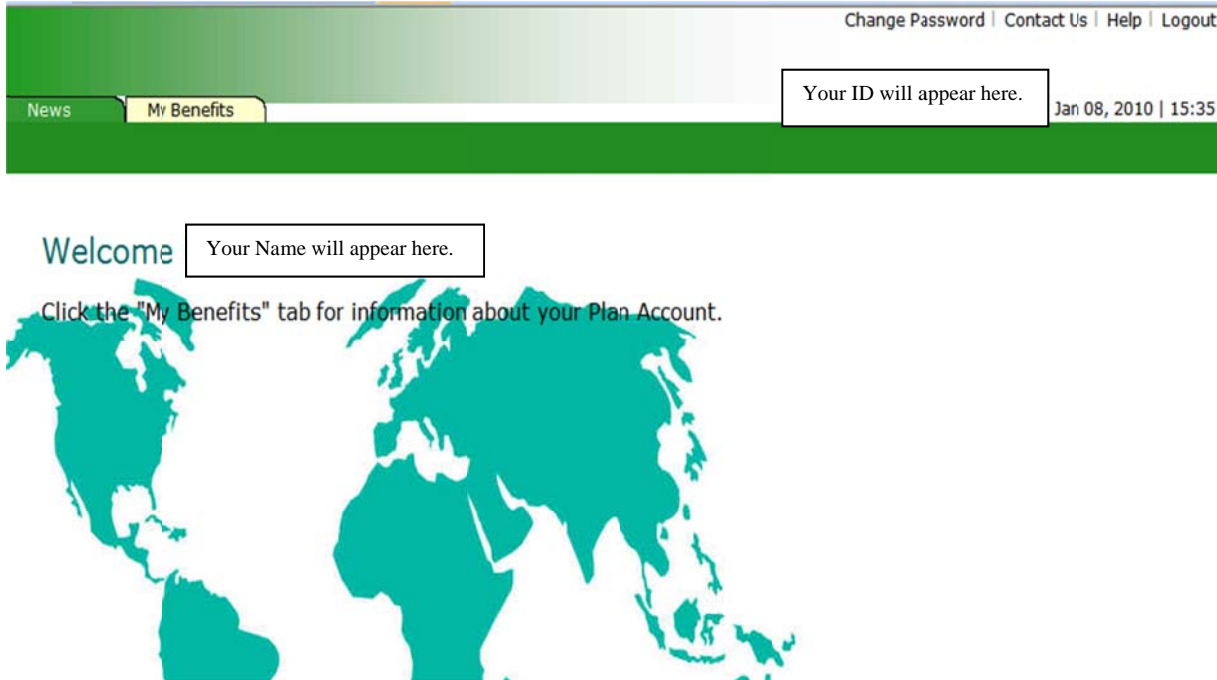
Examples: LibertE\$76    JUstice98%    8ForaLL9:

Create a password that is meaningful to you in some way. For example, if your child's name is Christopher and he was born in 1980, consider the following: ChristopheR\$1980. This satisfies the minimum requirement for two uppercase letters, one lowercase letter, two numbers and one non-alpha-numeric, and at least eight characters in length.

**Your password must be between eight and fifteen characters long and must contain at least two upper case letters, one lower case letter, two numbers and one non-alphanumeric character and cannot contain the string that is your first or last name**

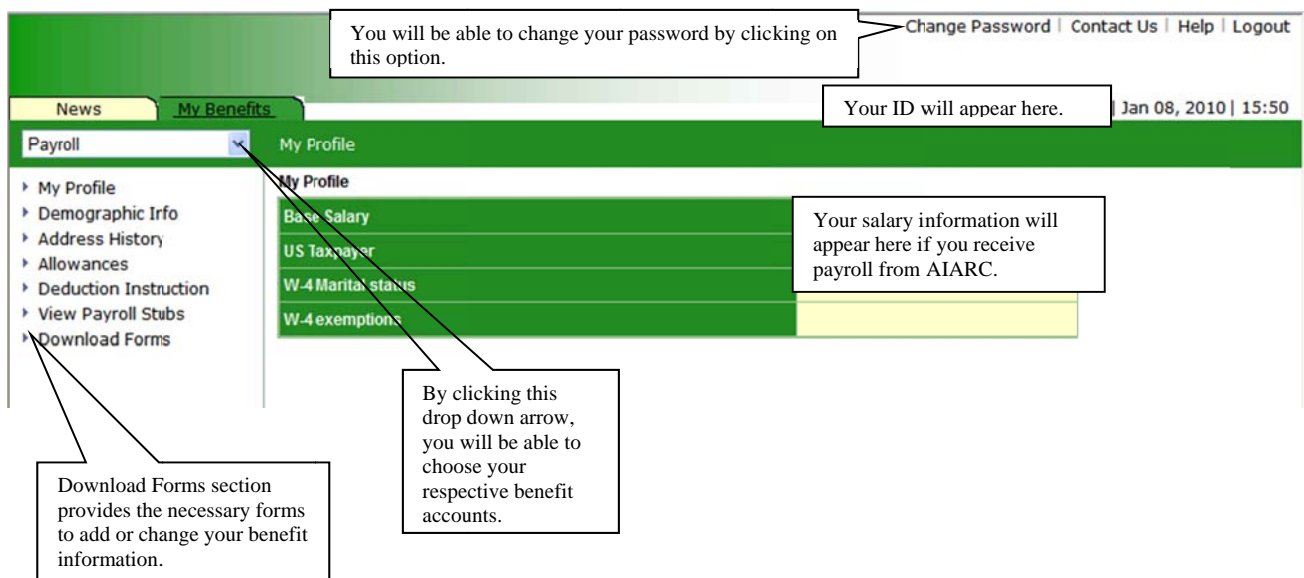
## V. Welcome Page

After you log in, you will see the Welcome page. Click the “News” tab to check for any important announcements about benefits. The “My Benefits” tab contains information related to your payroll and insurance accounts.



## VII. My Profile Page

There is a “My Profile” page for each AIARC benefit in which you are enrolled such as Payroll, Accidental Death and Dismemberment, Long Term Disability, Life and/or Medical. You will have access only to information about the benefits which you are enrolled.





## VIII. Payroll Page

If AIARC processes your payroll, you will be able to view and print your monthly paystub and payroll-related items such as allowances and deductions. *Please note that it is very important that you save your paystubs as only the most recent 12 months can be retrieved. Please note that paystubs older than 12 months are completely purged.*

The screenshot shows the 'Payroll' section of the AIARC Member Web Portal. The page title is 'View Payroll Stubs' and the user ID is '031808'. The left sidebar contains a navigation menu with options like 'My Profile', 'Demographic Info', 'Address History', 'Allowances', 'Deduction Instruction', 'View Payroll Stubs', and 'Download Forms'. The main content area shows a table of 'Payroll Stubs' with columns for 'Payment date' and 'Click to View'. A callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' Another callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' A third callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' A fourth callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' A fifth callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' A sixth callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.' A seventh callout points to the 'View' button in the table, stating: 'To view your paystub, click the attachment.'

By clicking on the Allowances or Deductions, you will be able to view your current allowances (e.g. housing, auto, etc.) and/or deductions (e.g. voluntary contributions, tax withholdings, loans, etc.).

By clicking on the View Payroll Stubs, you will see a listing of your monthly paystubs.

Click the green arrow to browse for your previous paystubs. Each list views up to 6 paystubs at a time.

To view your paystub, click the attachment.

To save your paystub, click on the File button and Save to your computer.

To print your paystub, click the printer button.

031808 | Jan 08, 2010 | 17:54

News Benefits

Payroll View Payroll Stubs

Payroll Stubs View

Payment date Click to View

Nov 30, 2009 View

0001-031808-0-20091130-20091130.122715[1].PDF ...

File Edit View Document Tools Window Help

1 / 1 41%

Find

Earnings	YTD period	year to date
Monthly Salary	1,000.00	8,200.00
Miscellaneous	80.00	4,100.00
Deductions	YTD period	year to date
Loan - Car	1,000.00	10,000.00
Voluntary Contributions	1,000.00	10,000.00
Gross Pay	\$8,000.00	
Net Pay	\$6,500.00	
Checks, Direct Deposits & Wire	YTD period	year to date
Direct Deposit - Agency Sal	1,000.00	10,000.00
Wire - Agency Sal	1,000.00	10,000.00

ASSOCIATION OF INTERNATIONAL AGRICULTURAL RESEARCH CENTERS - PAYROLL

OTY number: Pay Date:

## VIII. Insurance Benefits Page

If you are enrolled in the IARC Insurance Plan for AD&D, Life, LTD or Medical, you will be able to view the respective benefit account information from the dropdown list.

The screenshot shows the 'My Benefits' section for AD&D insurance. The 'Group' is set to 'AD&D'. A dropdown menu is open, showing options: My Profile, Demographic Info, Address History, Beneficiary, and Download Forms. The 'Beneficiary' option is highlighted. A callout box points to 'Beneficiary' with the text: 'By clicking on Beneficiary, you will be able to view your beneficiaries for Life and AD&D insurance.' The main content area shows 'AD&D Insurance' with a table for 'Insured amount' containing the text: 'Your Insured Amount for Life, AD&D and/or LTD will appear here.'

The screenshot shows the 'My Benefits' section for Medical insurance. The 'Group' is set to 'Medical'. A dropdown menu is open, showing options: My Profile, Dependents, Demographic Info, Address History, and Download Forms. The 'Dependents' option is highlighted. A callout box points to 'Dependents' with the text: 'By clicking on Dependents, you will be able to view your dependents that are currently covered under your family medical insurance.' The main content area shows 'Medical Insurance' with a table for 'Insurance type' and 'Family status' containing the text: 'Your medical insurance type and family status of the insurance will appear here.'