

## 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@aiarc.org](mailto:AIARCWEB@aiarc.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

To register for your account, you will need to know your Pension/AIARC Employee ID number or your Cigna Medical Insurance ID number. 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 Cigna 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 #	<input type="text" value="99999"/>	(On your pension statement/paystub)
<b>or</b>		
Insurance ID #	217/ <input type="text"/>	(On your insurance card)

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

Last Name	<input type="text" value="Doe"/>
First Name	<input type="text" value="John"/>
Birth Date	<input type="text" value="Jan 1, 1950"/>

(as listed on your statement or insurance card)

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, dependent or emergency contact person that you listed on the forms submitted to AIARC. Please note that if a person 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

**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	<input type="text"/>
Dependent or Beneficiary Date of Birth	<input type="text" value="Jan 1, 1950"/>

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 to receive your **temporary password**. 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

What is your favorite colour?



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

Security Answer 1

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

Upon successful registration, you will receive a confirmation email (as shown in the screenshot below) from [AIARCWEB@aiarc.org](mailto:AIARCWEB@aiarc.org) with your account's temporary password. 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@aiarc.org](mailto:AIARCWEB@aiarc.org).

Dear AIARC Member,

Our records indicate that you completed the AIARC Online registration process, but have forgotten your password. *If this is not the case, please contact us immediately at [AIARCWEB@aiarc.org](mailto:AIARCWEB@aiarc.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, you can 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.

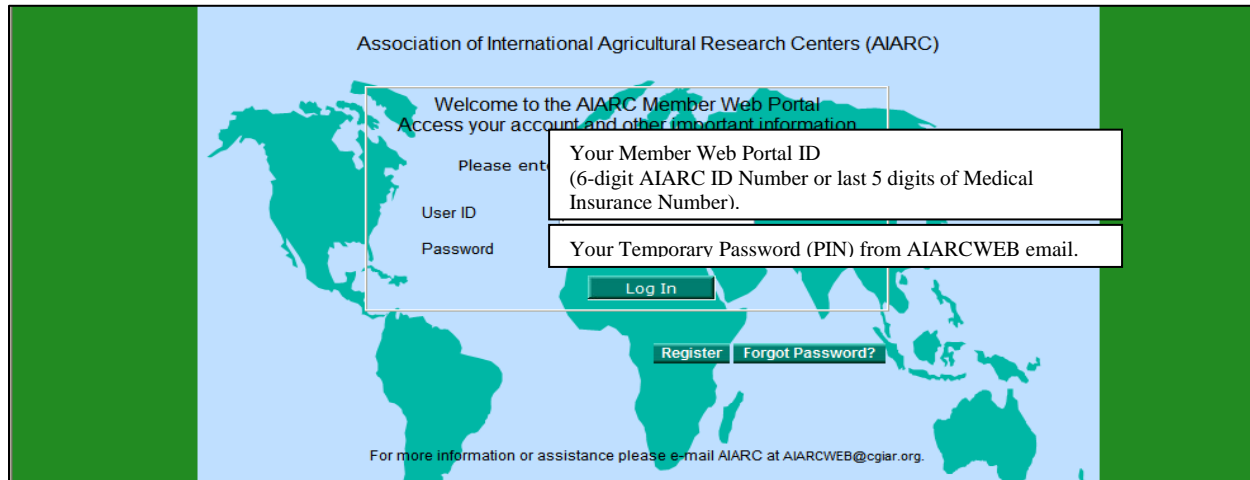
If you experience any problems accessing your account, or have any questions or comments, please email AIARC at [AIARCWEB@aiarc.org](mailto:AIARCWEB@aiarc.org). A member of our staff will respond to you shortly.

Sincerely,

AIARC

### 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 Cigna 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.

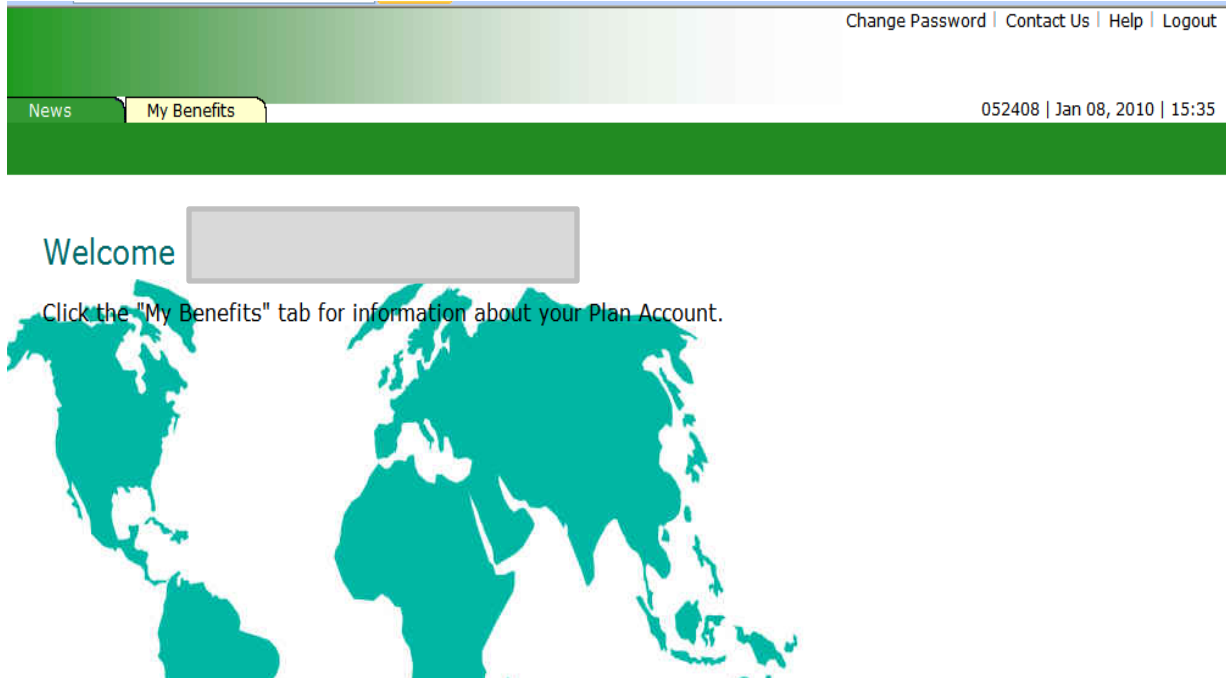
Examples: LibertE\$76 JUSTice98% 8F0raLL9:

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

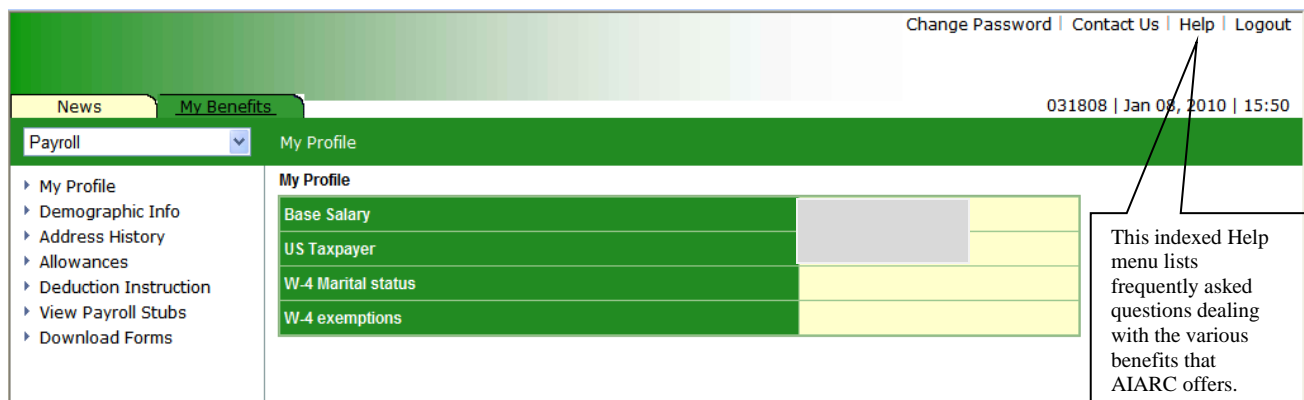
## V. Welcome Page

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

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.*

News My Benefits 031808 | Jan 08, 2010 | 17:54

Payroll View Payroll Stubs

- My Profile
- Demographic Info
- Address History
- Allowances
- Deduction Instructions
- View Payroll Stubs
- Download Forms

**Payroll Stubs** [View](#)

Payment date	Click to View
Nov 30, 2009	<a href="#">View</a>

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.).

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

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Find

Earnings This period Year to date

## VIII. Insurance Benefits Page

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

News My Benefits

Group: AD&D My Profile

- My Profile
- Demographic Info
- Address History
- Beneficiary
- Download Forms

**AD&D Insurance**

Insured amount	Your Insured Amount for Life, AD&D and/or LTD will appear here.
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News My Benefits

Group: Medical My Profile

- My Profile
- Dependents
- Demographic Info
- Address History
- Download Forms

**Medical Insurance**

Insurance type	Your medical insurance type and family status of the insurance will appear here.
Family status	Your medical insurance type and family status of the insurance will appear here.