



**Announcing the new  
www.jpfarley.com**

**and**

**For Your Benefits**  
*online*



**The J.P. Farley Corporation has just released our new improved website in order to serve you better. Last year we rolled out a new look to the site. This year we have redesigned our Employee Plan Member web portal.**



**Employee  
Plan Members**

**For Your Benefits Online** is your newly enhanced on-line access to all your current health Plan information.

We have improved our website in order to bring you more features and increase security. Even if you have registered on our website previously, you will need to reregister in order to access our enhanced website. It will only take a moment to enjoy the new look and features we have to offer. The next time you return to our site simply use your new User ID and Password, then click Submit.

Employee Plan Members can:

- ▶ Update their Employee Information
- ▶ Change Their Password
- ▶ Make Enrollment Changes  
(or New Enrollees can enroll in their Plan)
- ▶ View Enrollment History
- ▶ Request an ID Card
- ▶ Print a Temporary ID Card
- ▶ Inquire about their Plan Options
- ▶ View Claims Status
- ▶ Access Links to Health Resources
- ▶ Learn answers to Frequently Asked Questions
- ▶ View Plan Specific Information at *For My Benefits*
- ▶ Plan Summary of Benefits
- ▶ Links to PPO Networks
- ▶ Access Information
- ▶ Access Plan Forms

**See what is new--register with the new www.jpfarley.com.  
Just follow the directions on the back of this page.**



In order to provide you with better customer service, increased security, and enhanced features we have improved our website. Please register with [www.jpfarley.com](http://www.jpfarley.com) by creating a new User ID and Password. The next time you return to [www.jpfarley.com](http://www.jpfarley.com) you will simply need to enter your new User ID and Password.

### You will need the following information:

- Group Number: **Located on your Member Benefit / ID Card**
- Your Corporate Code: **Available in left-hand menu**
- **Employee's Social Security Number.**

### To register with the new [www.jpfarley.com](http://www.jpfarley.com) website:

1. Log into The J.P. Farley Corporation's **For Your Benefits** website at [www.jpfarley.com](http://www.jpfarley.com).
  2. Click on the **Employee Plan Members** box on the left-hand side of the screen.
  3. Enter your **Group ID Number** in the box at the center of the page.
  4. The directions on the screen will provide you with instructions to reregister or register for the first time with the site.
  5. Go to "*If you are a new user and need to register*" and click on the **REGISTER** button.
  6. Select your **User Type**. As an employee you would select EMPLOYEE  
(Dependents: spouse or other dependents will select **DEPENDENT** then follow the directions noted with the "\*\*" below).
  7. Enter your **Group ID Number** (listed above).
  8. Enter the **Employee Social Security Number**. \*\* Dependents will be asked for their **First & Last Name, Date of Birth and Gender**.
  9. The website will verify your social security number in our secure online benefits system and then you will be asked to complete the following information:
    - User Name
    - Password \*\*
    - Confirm Password \*\*
    - Date of Birth
    - Street Address  
(City, State & Zip Code)
    - Daytime Phone Number
    - Email Address [JDOE@email.com](mailto:JDOE@email.com)
    - Password Reminders:
      - 1<sup>st</sup> Question: *Select a reminder question from the drop down options.*
      - 1<sup>st</sup> Answer: *Type in an answer that you will provide if you are to forget your online password.*
      - 2<sup>nd</sup> Question: *Select a reminder question from the drop down options.*
      - 2<sup>nd</sup> Answer: *Type in an answer that you will provide if you are to forget your online password.*
    - Privacy Statement: *If you accept the privacy statement you will proceed to the next step.*
- \*\* Dependents will not be asked to enter this password information. For security, Dependents will instead have their password emailed to the email address indicated in your enrollment record. When you receive your password you will be able to login to the website.
10. Employees click **Next**. You will be asked if you want to update your password information. *At this time you may click **No thanks** because you have just entered your information.* You will now be taken to the Welcome screen. Congratulations! You have completed the new registration process. Take some time to explore [www.jpfarley.com](http://www.jpfarley.com) and verify your enrollment information to ensure that it is up-to-date.

### Verify your Enrollment Information, if you are already an enrolled employee on the Plan:

1. Go to **Change My Enrollment** to verify your Benefit Information.
2. The Corporate Code Needed screen will appear.
3. Please click on the **Corporate Codes Menu item** located under **For My Benefits** on the left hand menu. The next screen will provide you with a list of corporate codes from which you should select the applicable code as described.
4. **Enter the appropriate corporate code** into to box on the screen that says "Corporate Code Needed", then hit the **Next** button.
5. The **Reason for Change Enrollment** screen will appear. Click **Next**, unless you do want to update your information.
6. **Please review the information listed and hit Submit ONLY if you have made a change.** If you have made a change to your information your Human Resource department will receive the information to provide to The J.P. Farley Corporation.

### For Your Benefits at [www.jpfarley.com](http://www.jpfarley.com) allows you to:

-  Link to Health Resources for you and your family
-  Update your Enrollment information
-  Review the Status of your Claims
-  View your entire Plan of Benefits
-  Link to your PPO, Prescription, Dental and/or Vision Networks
-  Find answers to Frequently Asked Questions