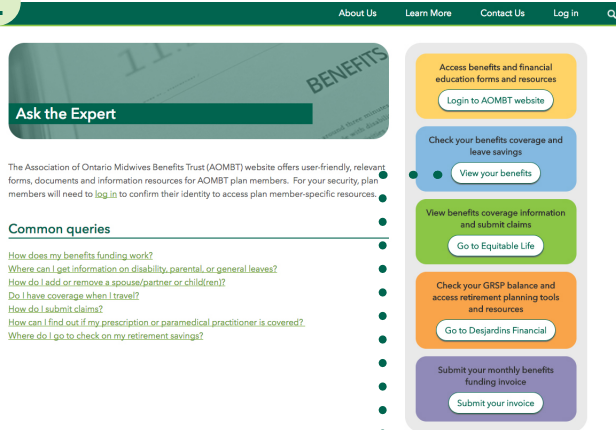


# PLAN MEMBER PORTAL GUIDE



1

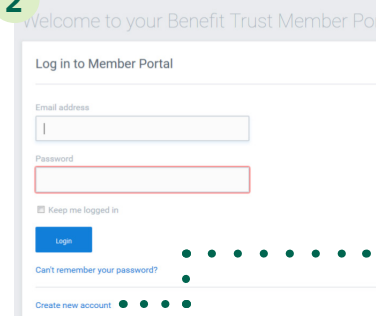


To get to the portal, go to our website

[midwivesbenefits.ca](http://midwivesbenefits.ca)

From the main page, click on the button in the blue box on the right hand side.

2



The first time you visit, you'll need to register.

To register, click on **Create new account**

3 Create an Account

Enter your 4 digit AOM number as your Certificate Number.

For Client Number, enter MIDW

Enter your birth date, email address, and create a password. Click the checkbox to consent to receive emails - in case you need to reset your password - then click

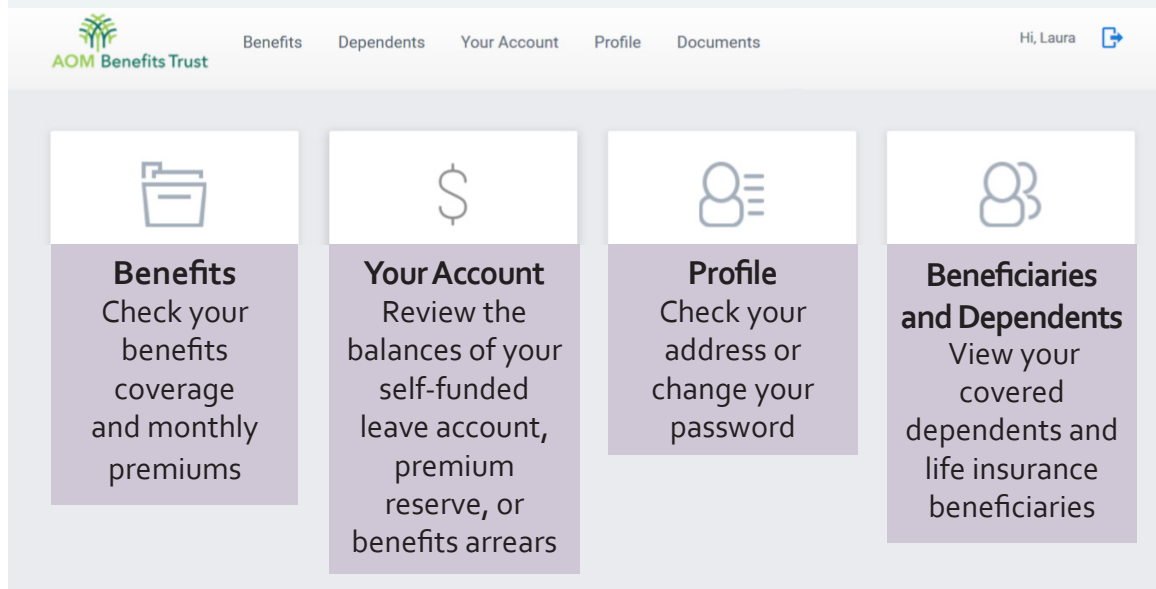
**Register Now**

4

You'll get an email to activate your account. Click the link, then login using your email address and the password you created.

5

This is the portal home page.



Need to make changes? Download a Change Form under Documents and send it to the Benefits Trust. All our other forms and documents are still available on our website

[midwivesbenefits.ca](http://midwivesbenefits.ca)

Questions? Feedback? We're here to help. Contact us at

[info@midwivesbenefits.ca](mailto:info@midwivesbenefits.ca)

