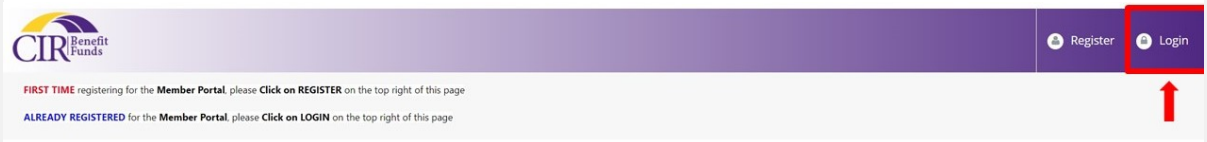
We're Going Paperless!

ACH (Direct Deposit) Now Available

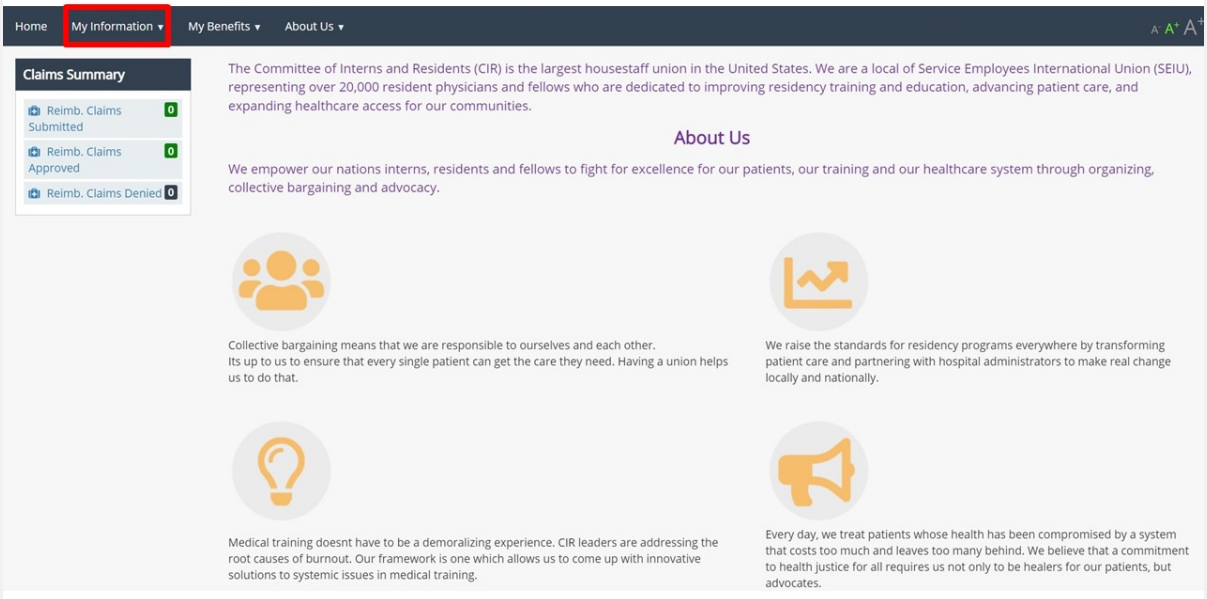
Dear House Staff Officer,

Starting December 1, 2023 ACH payments will be available. Please follow the instructions below to set up ACH (Direct Deposit) payments in the member portal.

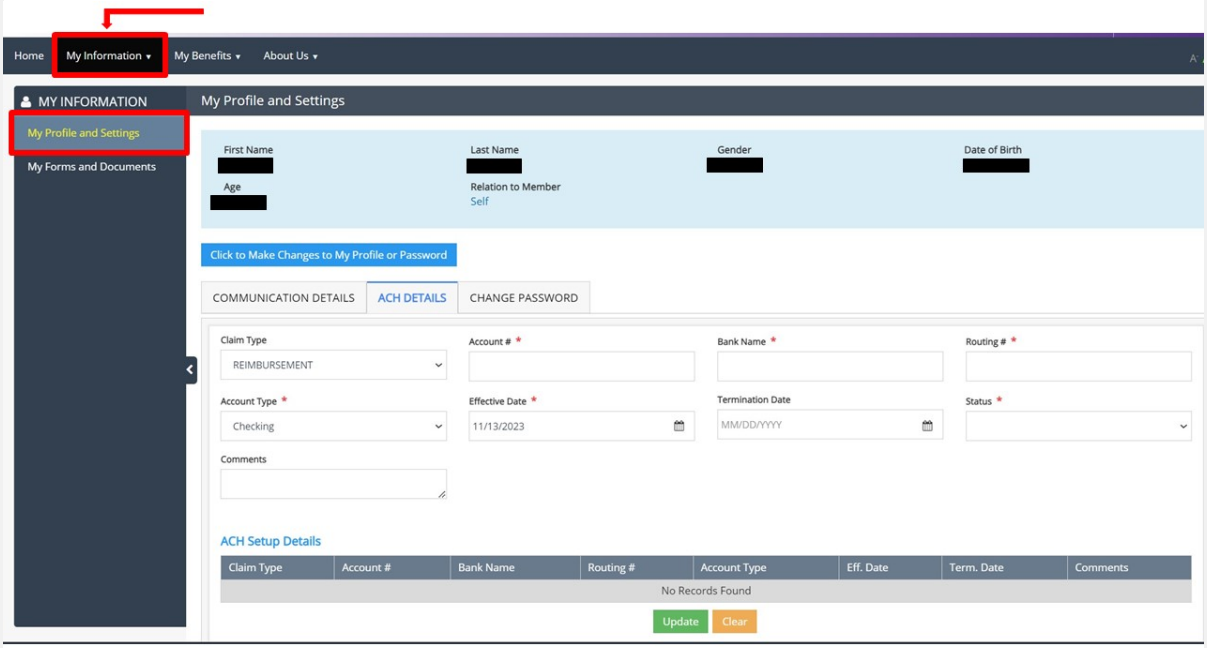


Click Here to Log Into The Member Portal

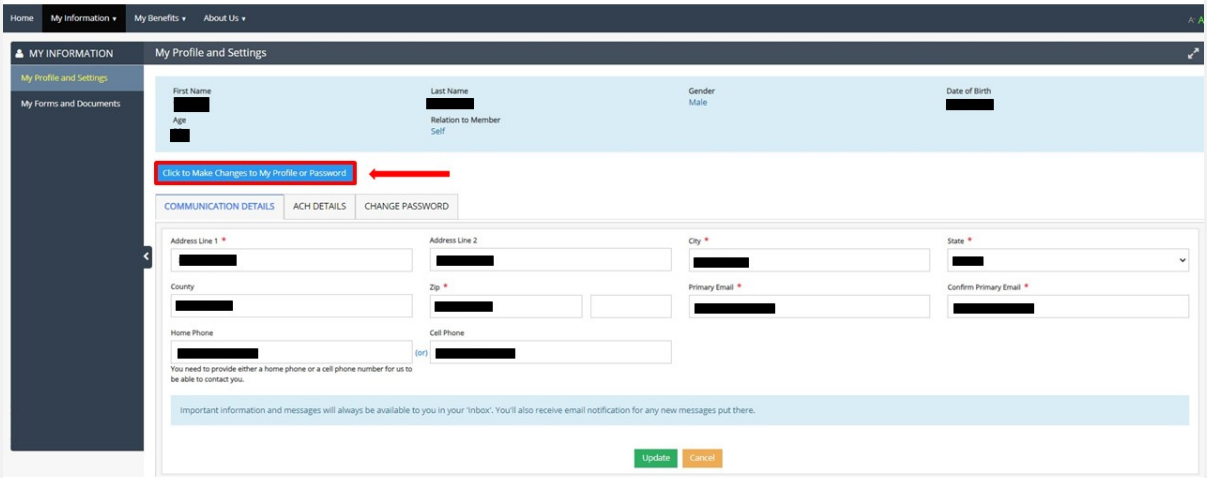
1. On the home page screen navigate to my information.



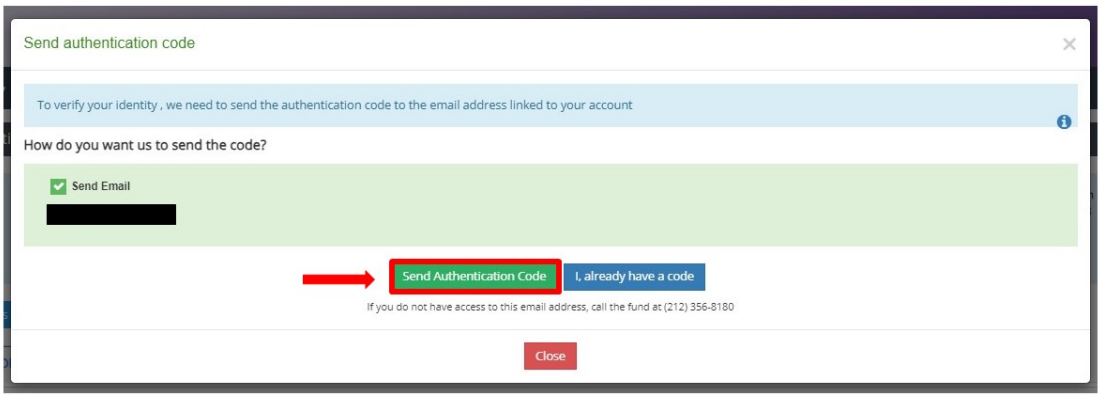
2. Under My information navigate to MY Profile and Settings.



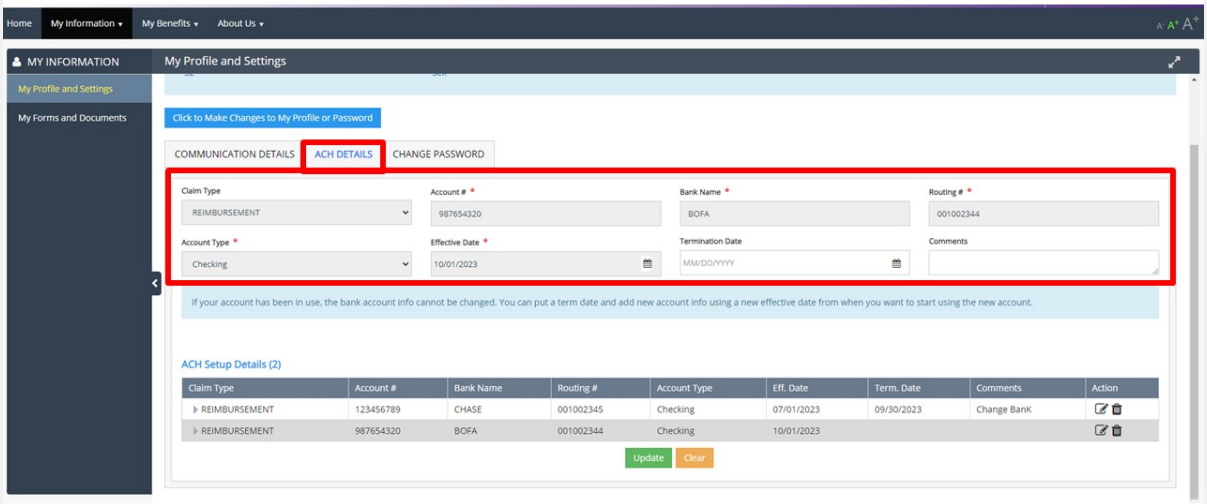
3. Click to Make Changes to My Profile or Password (In order to make changes to your personal information two step authentication is required).



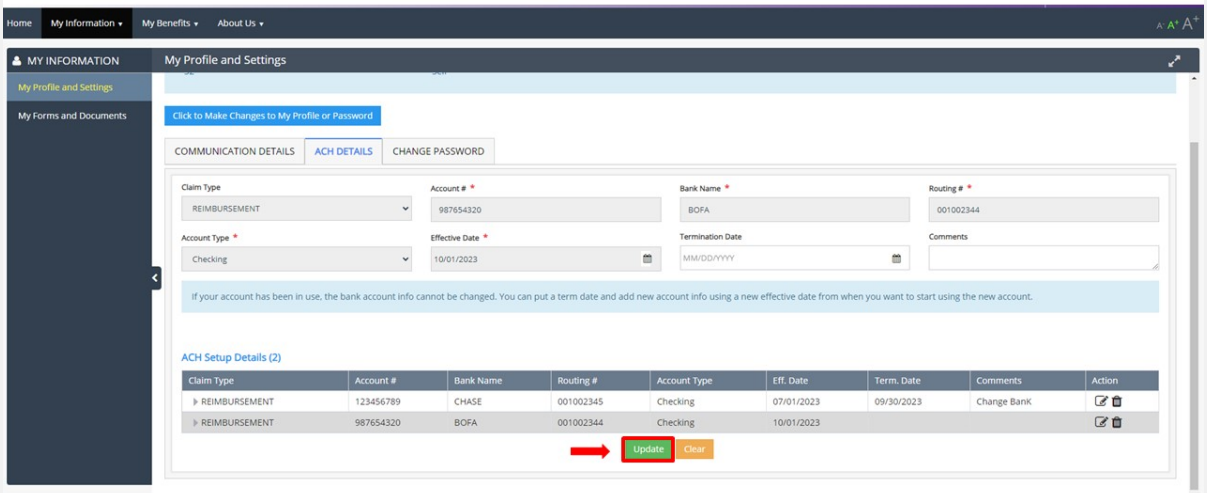
4. Click Send authentication code.
5. Input the authentication code sent to your email address.



6. Navigate to the ACH Details tab and complete all fields. Please Double-Check the accuracy of the information you provided within the ACH Details, such as Account Number, Routing Number, Account Type and Bank Name.



7. Click **Update**. You can now close member portal.



Please be advised if an ACH payment cannot be deposited due to incorrect banking information a check will be issued in its place and mailed to the address on file.

Did you Know?

You can now view your balances for all your reimbursement claims submitted through Member Portal.

For questions regarding benefits call the Benefits Office from Monday – Friday, 9am – 5pm EST at (212) 356-8180 or via email at benefits@cirbenefitfunds.org.

{{Disclaimer}}

10-27 46th Avenue, Suite 300-2, Long Island City NY 11101
Phone: (212) 356-8180 Fax: (212) 356-8181 benefits@cirbenefitfunds.org https://www.cirseiu.org

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