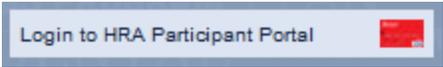


Quick and Easy Instructions

To Help a Participant Log In to the new HRA Participant Portal (Evolution)

1. First go to www.neca-ibew.org
2. All of your benefit logins are in the blue login box in the upper right corner of the page.
3. To access the HRA Participant Portal, click on  in the login box.
4. Click the link that says 'Create your new username and password'.
5. Please note that you will not be actually creating a new username, just a password. Your username will always be your nine-digit ID number that starts with '8011'. This number can be found on your Blue Cross/Blue Shield card under Identification number (ignore the "NEC" prefix).
6. Now you are at Step 1. Enter your identifying information. Only use 5 digits for the zip code. The 'Employee ID' is the ID number in step 6, above. Click Next.
7. Step 2: Answer five security questions. It helps to print this page and record your answers and keep it in a safe place. Click Next.
8. Please note that your username is pre-filled in with the ID number from step 6.
9. Step 3: Create a new password. Please note: password format requirements are displayed on the screen. You may want to print this page as well.
10. You will now be logged into the HRA Participant Portal. If you would like a brief overview of how it works, please visit www.neca-ibew.org, go to the Documents Library, and select HRA Participant Portal User Guide towards the bottom of the page.