

MemberXG Administration Portal Registration Guide

We are excited to offer the MemberXG Administration Portal to active members of the Machinists Pension Plan, Lodge 692. From the MemberXG Portal, Machinists 692 members will be able to view:

- **Work History** – View the hours received on your behalf under the Pension Plan from which Employer(s)
- **Pension Account Balances** – You can see a quick glance at your current balance along with the contributions that have been received on your behalf
Please note: the interest is only credited annually
- **Member Demographics** – View your personal information and the information of your enrolled dependents

To Register:

STEP 1

You will need to Create an Account! You have just been provided with a unique D.A. Townley ID number – have it handy! You will need to enter your unique D.A. Townley ID as part of the registration process to create an account on the NEW MemberXG Portal.

STEP 2

To Create an Account, open your internet browser on your computer or Wi-Fi connected smartphone or tablet.

Go to <https://service.datownley.com/Mybenefits/main/#!/account/login?profile=M692>

STEP 3

Click on **Create Account**



Access your benefits.

Check your benefits 24/7, no need to call the fund office. Login with your email and password to continue.

someone@example.com

Password

Log In **Create Account**

Can't access your account?
Non-discrimination

STEP 4

IMPORTANT: Please enter your personal details, including your **First Name, Last Name, Postal Code AND unique D.A. Townley ID EXACTLY** as we have just provided them to you. This will ensure your registration completes as anticipated. **Please note:** Once you have finished the registration process, if you believe the information on file for you is incorrect, please contact D.A. Townley at Pensions2@datownley.com or 1-800-663-1356 to change your address, phone number etc.

Note: the email address you enter here will be used as part of your log-in process

Registration: Create Your Account

Email

someone@example.com

Confirm Email

someone@example.com

Get access to your benefits information anytime. Membership is FREE for members.

First Name

Last Name

Need Help? Click [here](#) to learn how to create your MemberXG account.

DA Townley ID

DA Townley ID

Date of Birth

MM/DD/YYYY



ZIP Code/Postal Code

ZIP/Postal Code

Mobile Phone (optional)

(123) 456-7890

Next

If you have any questions specifically about the MemberXG Portal or any information you see on the Portal, please EMAIL your questions to: memberxgsupport@datownley.com

STEP 5

Create a password.

Click the checkbox to agree to the **Terms of Use and Privacy Policy**.

Click **Finish**.

Registration: Create your password

Enter password Confirm password

Passwords must be at least 12 characters. Passphrases are encouraged for your security and ease. Special characters, spaces, and numbers may be included. Cannot reuse passwords used within the last 365 days.

Password Expiration
No Expiration

I agree to the [Terms of Use and Privacy Policy](#)

Finish Previous

STEP 6

You can now sign in to MemberXG using your email address and recently created password.

Once your account is created, you will receive an access code which will be sent to the email that you entered when you created your account.

Note: Each time you log in from a new computer/device, you must enter a new access code.

Enter access code

Verify and Log In **Back**

[Need a new access code?](#)

D.A. Townley

Access your benefits.

Check your benefits 24/7, no need to call the fund office. Login with your email and password to continue.

someone@example.com

Password

Log In **Create Account**

[Can't access your account? Non-discrimination](#)

You are now ready to start exploring!

- **Work History** – View the hours received on your behalf under the Pension Plan or the Benefit Plan (use the drop down menu) and from which Employer(s)
- **Pension Account Balances** – You can see a quick glance at your current balance along with the contributions that have been received on your behalf
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- **Member Demographics** – View your information and the information of your enrolled dependents

If you have any questions specifically about the MemberXG Portal or any information you see on the Portal, please EMAIL your questions to: memberxgsupport@datownley.com