



**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL 4**  
**Health and Welfare, Pension, and Annuity Funds**

## **ANNOUNCEMENT: NEW ON-LINE MEMBER SELF-SERVICE (MSS) PORTAL**

An exciting new on-line system allows participants real-time access to basic benefits information.

Through the MSS system, members can view Health & Welfare eligibility, listed dependents, and beneficiaries. Members can update their contact information, such as address, phone numbers and email addresses directly. Real-time work history is available enabling members to verify contributions remitted, and 401(k) withheld by employers. The “real time” ability allows members to help the Funds Office deal with any delinquency issues while they are still new, and to make sure that Annuity and 401(k) contributions are being reported and deposited into members’ Empower Retirement accounts as quickly as possible.

Finally, members are also able to generate a basic estimate of pension benefits. Members can enter how many credits they currently have, or expect to have at retirement, and the system will generate an estimate of the basic benefit (unreduced for factors such as beneficiary or lump sum payments) at early retirement (age 52), normal retirement (age 62), and/or any other date the member chooses to plug in. The system will not be able to factor for all variables, but will help with basic planning for the future, or simply satisfy your curiosity about expected retirement income.

To get started, go to <https://mss.local4funds.org/> (or click on the QR code below) to set up your account. Your Social Security number is the unique identifier to initially access the MSS system. From there, you will be prompted to set up a unique username and password. Once logged in, you will be provided a new Benefits ID number that you can use to communicate with the Funds Office in the future. Via MSS access, you will also be able to send secure messages to the Funds Office staff regarding your benefits.



Should you experience difficulties setting up your account, or if you have any questions, please call the Funds Office at 508-533-1400, option 3, or email [office@local4funds.org](mailto:office@local4funds.org).

Step-by-step instructions on how to access MSS via mobile devices can be found on the next page. You are always welcome to visit the Funds’ website for important information: [www.local4funds.org](http://www.local4funds.org).

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[www.local4funds.org](http://www.local4funds.org)

## **MSS Instructions for iPhones**

***Google Chrome is the recommended browser for MSS***

- 1) Navigate to the Settings App
- 2) Select “Safari”
- 3) Scroll down to the bottom – Settings for Websites
  - Select “Request Desktop Website” – this will slide open options
  - All Websites: slide the button to the right (you will see it turn green)
- 4) Click the home button, or go back to the main iPhone screen
- 5) Open the Safari App
- 6) Browse the IUOE Local 4 Funds MSS website: <https://mss.local4funds.org/>
- 7) Enter Username
- 8) Enter Password
- 9) You will see a Pop-Up Box (it will show an email address – this is where the code will be sent)
- 10) Click “Next”
- 11) The screen will change into a count-down with a box to enter the code
- 12) Hit the home button screen, or go back to the home screen and navigate into your mailbox
- 13) Retrieve the code from your email and hit the Safari app again
- 14) Enter the code, and select “Done” (this will close Apple’s pop-up screen)
- 15) Select “Done” on the Local 4 screen
- 16) The MSS Portal should open into your account.

**CLICK ON THE QR CODE TO NAVIGATE DIRECTLY TO THE  
MSS PORTAL**



## **MSS Instructions for Android Devices**

***Google Chrome is the recommended browser for MSS***

Go to the browser menu which should be located on the top right or bottom right corner of your screen.

Check the box next to “Desktop Site”

Follow instructions above beginning with Step 6.

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