



245 Kenneth Drive  
Rochester, NY 14623-4277  
(800) 473-9595  
ParticipantServices@BenefitResource.com  
BenefitResource.com

Dear Participant,

Welcome to Benefit Resource (BRI)! Here's some helpful information to get you started.

## HOW DO I LOG INTO THE BRI WEBSITE?

Our secure website is the heart and soul of your account management and activity. Here, you can access information like account transactions, forms, Plan documentation, and much more! You can find it at [BenefitResource.com](https://BenefitResource.com). If this is your first time visiting, you will need to register your account. To register, you will need the following information:

- **Company Code:** **tka**
- **Member ID:** Set by your employer. Typically an employee ID or SSN
- **Personal Info:** First name, last name, date of birth, zip code
- **Access to email or phone number** on file with Benefit Resource

## DO YOU WANT TO GET YOUR FUNDS FASTER? THEN SIGN-UP FOR DIRECT DEPOSIT!

If you have registered your account, you can access the Direct Deposit Authorization Form from the Participant Login Portal at the BRI website. Otherwise, you can download a Direct Deposit Authorization Form from [BenefitResource.com](https://BenefitResource.com) under Forms.

## WHAT IF I HAVE A QUESTION?

The [FAQs](#) at our website are a great source of information (and conveniently available 24/7) but when you've got a question that the FAQs just don't answer, feel free to contact us. We're here to help:

- **Phone:** (800) 473-9595, Monday-Friday, 8am-8pm (Eastern Time)
- **Email:** ParticipantServices@BenefitResource.com

Thank you,  
Benefit Resource