NETime Instructions

NETime is an informational portal allowing members to review their demographics, pension information, contribution history, and dependents information.

You can access NETime by going to the Trust's home page www.959trusts.com and selecting the NETime link at the lower left hand of the home screen:

PLEASE NOTE: IF YOU HAVE FORGOTTEN YOUR USERNAME AND/OR PASSWORD AND NEED TO *RE-SET* YOUR ACCESS, YOU MUST CONTACT THE TRUST OFFICE BEFORE YOU CAN CONTINUE. IF YOU DON'T CONTACT THE TRUST OFFICE PRIOR TO *RE-SETTING* YOUR USERNAME/PASSWORD YOU WILL GET AN ERROR MESSAGE.

New User Login

1. A new user can select Request Username which will take them to the following screens and process.
2. Every field must be completed.
3. The user must be in all caps when entering in their first and last name.

NETime Instructions

::: Request Username Page

All of the fields below are required. The information you enter must
match the information we have on file for you.

User Type:	Member
First Name:	
Last Name:	
Social Security Number (nn-nn-nnnn):	- -
Date of Birth (mm/dd/yyyy):	/ /
5-Digit Zip Code:	

Submit   Cancel

4. Once you have filled in the information, NETime goes into validation mode to confirm the information you supplied is correct. This process may take a few minutes; please do not click the submit button more than once. If successful, you will see the following:

::: Request Username Page

Account successfully created

Continue

5. At this point the user selects the "continue" link at which time the user will be allowed to create a username and password in the following screen.

NETime Instructions

*Notice that the screen then changes to the official NETime Benefits new screen.

1. The username must be a minimum of 6 characters and a maximum of 25. No special characters are allowed.
2. The password must be a minimum of 8 characters and have at least one number or special character. **Asterisks (*), question marks (?), and tildes (~) are NOT allowed.**
3. It will ask for a Hint Question, which currently is:
   a. What is your mother's maiden name?
4. The user now has three options available; the user can cancel which will take the user back to the main NETime login screen, print this page for storing which will only print their Hint Question and their Username or submit. Submit will provide the following screen:

NETime Instructions

Registration completed successfully. Thank you.

Continue

1. Selecting the continue button will take the user to the main Demographic screen. From here all information should look the same as before with a different color tone.

2. On the left navigation panel of the screen menu selections will be revealed. In addition, there are a few more options as noted in the screen below:
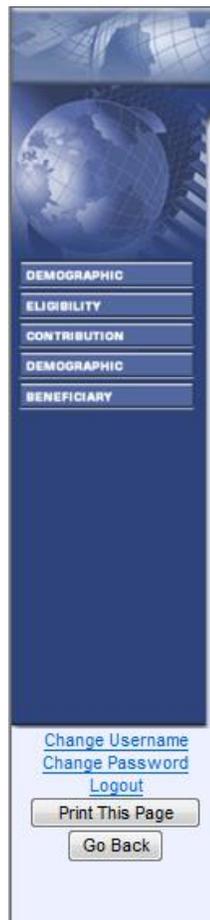
3. Now a user can print a page, change username or password. The user also has the ability to go back, and logout. This is located on the left side of the screen.