



Trustee Online Navigation and Downloading Instructions

Experiencing a well-designed site makes life easier. This site makes it quick and simple to navigate and find exactly what you are looking for. A self-service site allows for maximum control and the freedom from paper. The Trustee Online site has been customized for each Trustee; accessing your specific Trust Fund information only.

Trustee Access Through Trustee Online:

The Trustee online service offers a secured website that will allow the Trustee access to current information about their Trust Fund. Your Manions' team within Sales and Service are available at infosales@manionwilkins.com or 1-800-263-5621 if you need assistance connecting to the site. Please ask for your Client Service Administrator.

At this time, the Trustee Online menu includes access to the following Trust Fund documents:

Agendas – Access the most current Board of Trustee meeting Agenda

Action Lists – Access the task oriented Action List derived from the latest Board of Trustee meeting

Minutes – Access your draft Minutes derived from your recent Board of Trustees meeting

Note: Historical Agendas, Action Lists and Ratified Minutes are available for the previous and current year.



How to Connect to Trustee Online:

This portal performs optimally with the minimum requirements indicated below:

- Internet Explorer 7, Chrome 10, Safari, Firefox 3.6 or higher
- 1024 x 768 Resolution (minimal)

In the next few weeks you will receive an activation email request. By clicking the link in the email you will be prompted to create a password. Once you have activated your account by following the link provided, you will then be able to access Trustee Online using your email address and your password that was created by you.

Navigating to Trustee Online:

1. Open your internet browser from your computer, notebook or tablet that is connected to the internet
2. In the address bar on your internet browser, type the web address www.mymanionwilkins.com. Alternatively, you may access the Trustee Online through the Manion Wilkins & Associates corporate website at www.manionwilkins.com
3. Enter your case sensitive login ID (your email address) and password. (After 5 unsuccessful attempts you will be required to enter a verification code, as a way to protect against spam or other unauthorized account access. If this is unsuccessful then you will be **required** to reset your password)
4. You will be asked to agree to the “Terms and Conditions of Use” every time you login. You will not be able to bypass the login page unless you agree to these terms.



MANION

Trustee Online



Email Address/Nome d'utilisateur

Password/Mot de passe

[Forgot your password? Click here](#)
[Mot de passe oublié? Cliquez ici](#)

Terms and Conditions

The Trustee Online Access Site provides you with the capability to view Trustee information in relation to the Trust Fund(s) for which you are responsible. This website contains proprietary information which is the property of the Trust Fund(s) and the Board of Trustees. All material displayed and accessible through this site may only be downloaded in connection with your fiduciary responsibilities.

By accessing this site you have agreed to the Terms and Conditions of Use.

ENTER/ENTREZ

Viewing and Downloading Documents through Trustee Online to your electronic device:

1. Once you have successfully logged into Trustee Online, you will have access to information related to the Trust Fund(s)
2. Select the "Category" and "Sub Category" that you wish to view. The folders are controlled by an "open/close" feature. This feature allows you to open one or all categories at once.
3. Select the file (.pdf) under the category that you would like to view. For example:

Agendas

Pension

Welfare

00AgendaWel20120430.pdf

View

00AgendaWel20120128.pdf

View



4. Once you select a view option, the file will automatically open or saved, depending on your browser and/or device reader. You will have the option to “view” the file or “save” the file to your computer to review at your convenience. Follow your device instructions/prompts for saving and printing a document. If you choose to save or print a document, please be aware that these files contain proprietary information which is the property of the Trust Fund(s) and the Board of Trustees and the material displayed and accessible through this site is provided in connection with your fiduciary responsibilities.

For Login Help or technical assistance, call your Client Service Administrator for your Trust Fund at 1.800.263.5621 or email at infosales@manionwilkins.com