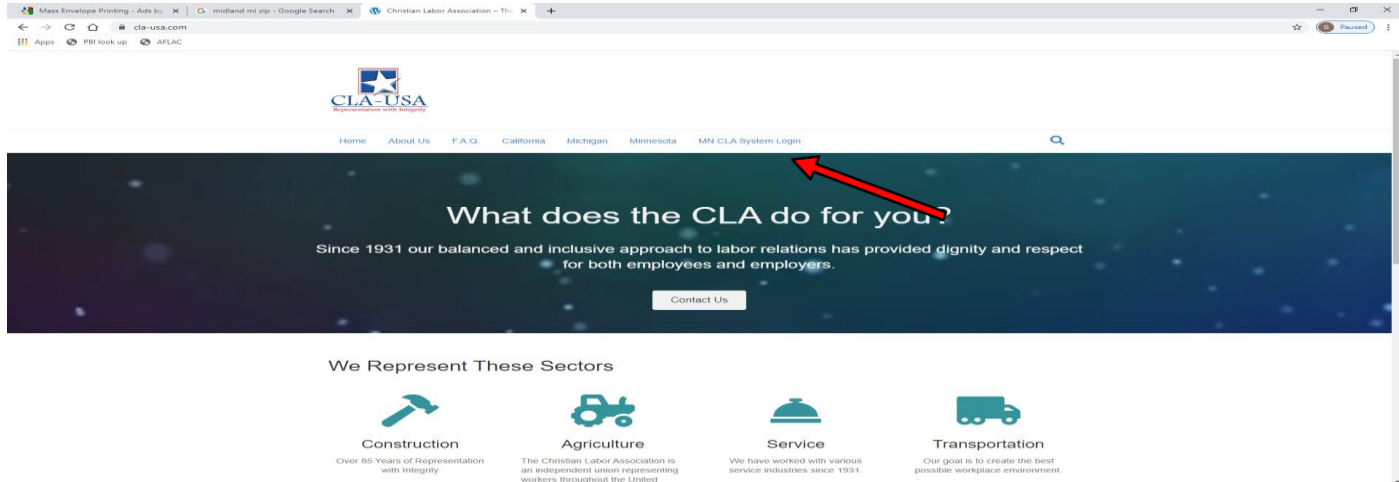
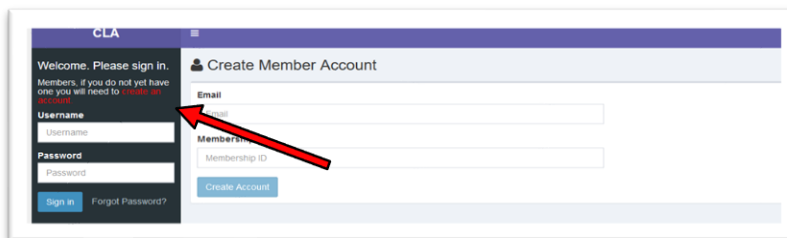


1. Go to website Christian Labor Association [CLA Webpage](#)
2. Go to MN CLA System Login **Single Click** on it



The 'Create Member Account' page appears.

1. **Single Click** the '**create an account**' link.



2. Enter your Email and Membership ID and **click 'Create Account'**
❖ **Membership ID is your union number:** Which is found on your union card. Please call or email the CLA office if you need your union number or need a new card sent (218-454-5018 or michelle@cla-usa.com)

3. From within your personal email **Click ‘the link’** in the registration email you receive.

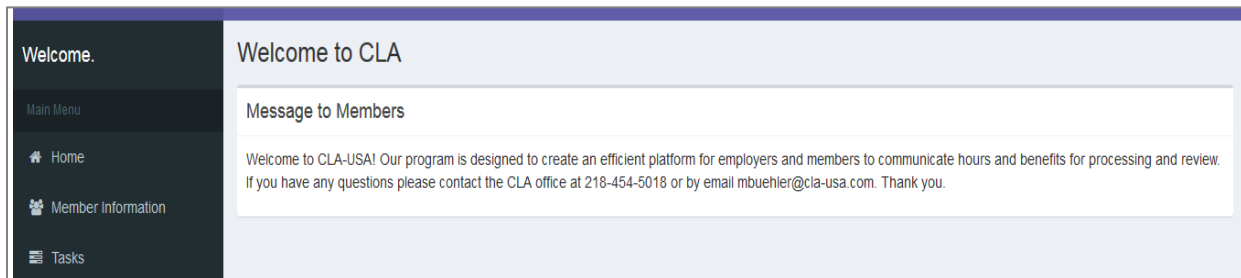
CLA - Registration Confirmation
noreply@cla-mn.org
 From: noreply@cla-mn.org
 Message: [Please click the following link to complete your registration with CLA: Confirm Registration](#)
Note: The link in this email will expire in 31 days.

4. Set password on the page that opens.

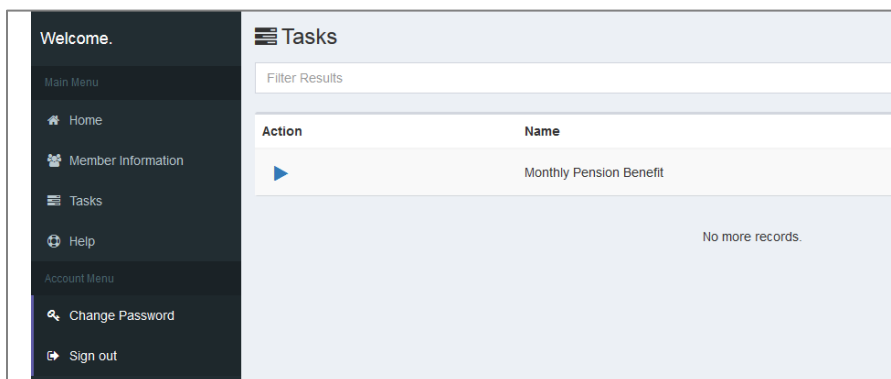
To VIEW YOUR PENSION:

Click on the 'Tasks'.

Note: You have to work 1,000 hours in a calendar year for 5 years to be 100% vested. (The calculation will only run if you are 100% vested.)



The 'Tasks' page appears. **Click on the 'blue arrow.'**



The 'Monthly Pension Benefit' page appears. **Select Retirement > Click on Next Screen.** **NOTE: Disability pension calculations must be processed through the CLA office.**

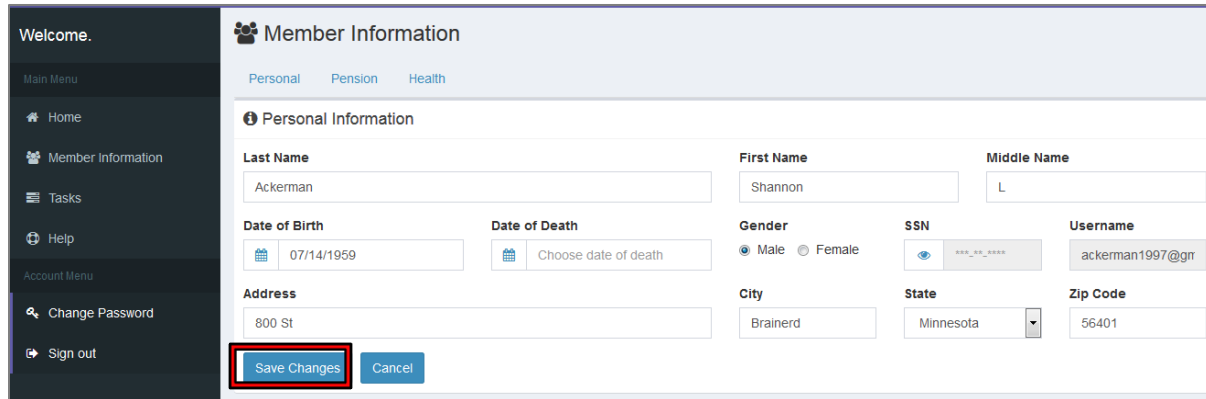
The 'Benefit Parameters' page appears.

- ❖ Leave the '**Past Credit Units**' at 0.
- ❖ '**Retirement Date**' can be calculated from today's date **OR** you can change it to estimated Retirement Date.

Single Click Execute to view report.

YOU MAY MAKE CHANGES TO YOUR ON-LINE ACCOUNT AS FOLLOWS:

On the 'Member Information' page you may change your address, but make sure that you click on "save changes" once you make any updates.



Welcome.

Main Menu

- Home
- Member Information
- Tasks
- Help

Account Menu

- Change Password
- Sign out

Member Information

Personal Pension Health

Personal Information

Last Name
Ackerman

First Name
Shannon

Middle Name
L

Date of Birth
07/14/1959

Date of Death
Choose date of death

Gender
☒ Male ☐ Female

SSN
[Redacted]

Username
ackerman1997@gr



Address
800 St





City
Brainerd

State
Minnesota

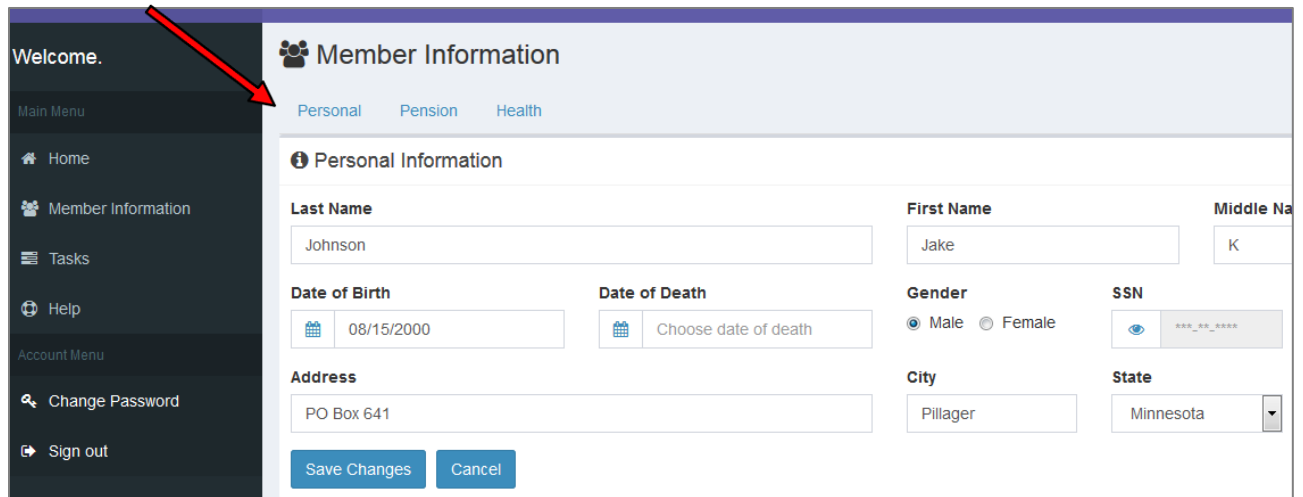
Zip Code
56401

Save Changes **Cancel**

On the lower half of the page, under “Contacts” you will see a “pencil icon”  under “Action” click on this if you want to update your telephone numbers or email. Once you make the changes, make sure that you click on the “disc icon”  to save these changes.

Contacts				Add Contact
Name	Type	Value	Action	
Shannon Ackerman	Primary Business Phone	218-820-4767		
Shannon Ackerman	Cell	2188209999		

Next, if you click on the top tab “Pension” you may go down to the Beneficiaries/Dependents and change these.



Welcome.

Main Menu

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- Sign out

Member Information

Personal Pension Health

Personal Information

Last Name
Johnson

First Name
Jake

Middle Name
K

Date of Birth
08/15/2000

Date of Death
Choose date of death

Gender
☒ Male ☐ Female



SSN
-**-*

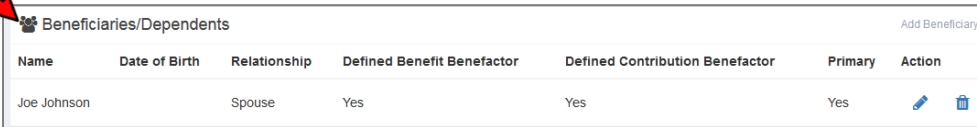
Address
PO Box 641

City
Pillager



State
Minnesota

Save Changes Cancel

Click on the “pencil icon”  and make your changes, then remember to save by clicking on the “disc icon.” 



Beneficiaries/Dependents Add Beneficiary

Name	Date of Birth	Relationship	Defined Benefit Benefactor	Defined Contribution Benefactor	Primary	Action
Joe Johnson		Spouse	Yes	Yes	Yes	 

If you have CLA health insurance, you may also make changes to your “Life Insurance Beneficiaries” in the same manner.

If you have any questions, please contact Shannon at 218-821-9183, or Michelle at the CLA office at 218-454-5018. Thank you.