



Merit Contractors Association Didn't Receive an Office Staff Member Portal Invitation?

You may not have received an invitation to the new Office Staff Member Portal because of the following scenarios:

- 1) You are an Hour Bank member. The new Member Portal has only been set up for Office Staff employees at this time. Continue to use the existing Hour Bank portal until further notice.
- 2) Mercon Benefits did not have an email on file for you.
- 3) Mercon Benefits had an incorrect email on file.
- 4) You were manually enrolled into the system by Mercon Benefits staff member.

Even without an email invitation, you can still register for the new Office Staff Member Portal as follows:

- 1) Go to the following website
<https://mercon.onvitalobjects.com/vouseraccount/Register>
- 2) Enter the following information:
 - ✓ Certificate Number = your current Certificate Number
 - ✓ Client Number = "OS" (for Office Staff)
 - ✓ Your birth date
 - ✓ Email address and password you wish to use for Mercon benefits
- 3) Once the registration is successful, a separate email will be sent to the email address entered.
 - Click on the link provided to confirm the email address and complete the registration.
 - Once confirmed, click on the link to go to the Member Portal.

Need help with any of the steps shown above?

✓ **Call Mercon**
1.877.263.7266

www.meritalberta.com
mercon@merconbenefits.com



104-13025 St. Albert Trail
Edmonton AB T5L 4H5



780-455-5845
1-877-263-7266



780-455-5845

