

# Member Services Portal Instructions



## Overview

Welcome to the new IBEW Local 6 Member Services Portal. This new portal will allow members to conduct business with Local 6 from their smart phone, tablet or PC without the need to call or come into the office. In this portal you'll find services that include paying dues online, resigning the books, view the out of work list, see and bid on available jobs. This instruction guide should help familiarize you with the portal and walk you through the steps that will need to be taken to complete your request.

If you have any questions about this portal, or how to conduct business through the portal, please contact the Dispatcher at 415-861-5752 (Business Hours 7:30 am – 9:30 am & 3:30 pm-4:30 pm M-F) or [dispatcher@ibew6.org](mailto:dispatcher@ibew6.org)

# Member Services Portal Instructions

## Table of Contents

Overview .....	1
Log In to Member Services Portal:.....	3
Main Menu Overview: .....	4
Dues Menu .....	4
Hiring Hall Menu: .....	4
My Account Menu:.....	5
Step by Step Guide.....	6
Dues – Pay Dues Online (local members only) .....	6
Hiring Hall – Job History .....	11
Hiring Hall – Jobs Available .....	12
Hiring Hall – Manage.....	16
Hiring Hall – Out of Work List .....	19
Hiring Hall – Registration Info .....	20
Hiring Hall – Terminate Employment.....	22
My Account – Home.....	23
My Account – Personal Info .....	24
My Account – Change Password.....	25
My Account – Change E-mail .....	26

## Important:

Review **all** processes below to complete your request.

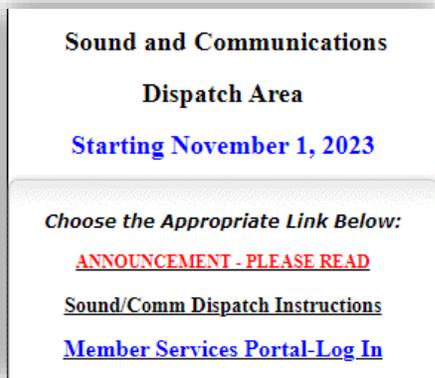
Protect your login ID and Password. If you think your password has been compromised, please notify the dispatch office immediately and reset your password.

# Member Services Portal Instructions

## Log In to Member Services Portal:

This section walks you through the process of logging into the Member Services Portal.

1. Access the Member Services Portal by navigating to [www.ibew6.org](http://www.ibew6.org)
2. Once on the IBEW Local 6 website, on the upper right-hand side of the page you should see a section that says Member Services Portal.



3. Select [Member Services Portal](#). Use the directions on the Log In page to enter your credentials.

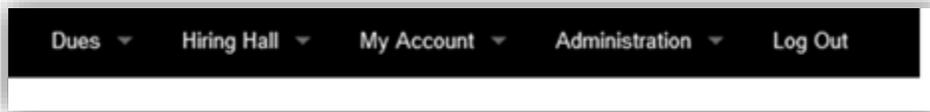
The screenshot shows a "User Login" form. It has two input fields: "Card Number" with a "Required" label and "Password" with a "Required" label. Below the password field is a checkbox labeled "Remember Me". A red "Login" button is positioned below the checkbox. At the bottom of the form, there is a list of instructions: "Your username is your Card Number (non-members login with email address).", "Your initial password is your last name and the last four digits of your SSN.", and "You will be required to change your password on your first login." Below the list is a link "Reset it here." and a note "Passwords are not case sensitive."

# Member Services Portal Instructions

*If you do not know this information, please reach out to the dispatch office. Contact information for the dispatch office will be listed at the end of this document.*

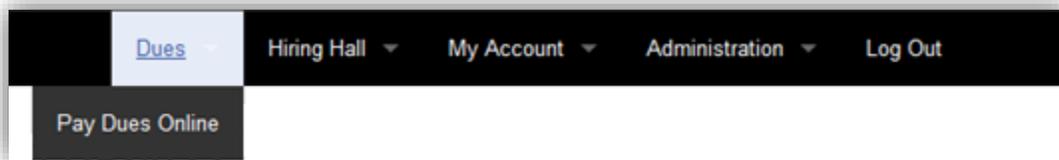
## Main Menu Overview:

From this area of the program, you can navigate to any one of the web pages. The next section will break down these areas of the system and provide instructions on how to use each page.



## Dues Menu:

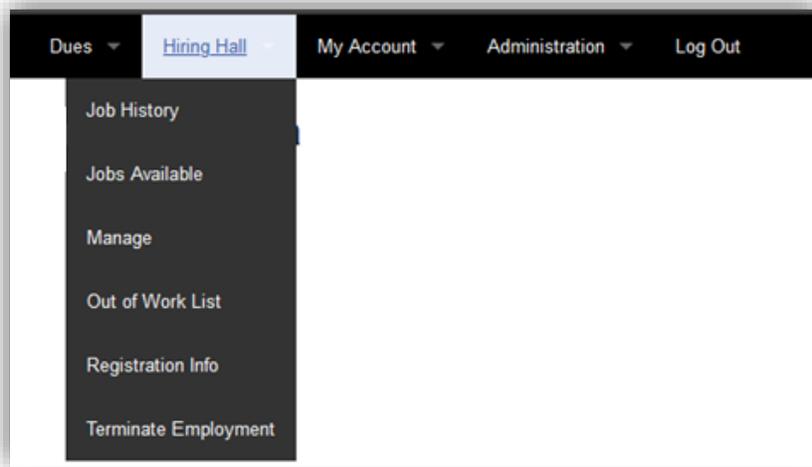
Pay your membership dues online (**local members only**). To pay your dues online, select the “Pay Dues Online” option.



## Hiring Hall Menu:

The Hiring Hall Menu item has multiple options under it. Below is a brief description of what these options provide.

## Member Services Portal Instructions



*Job History:* This section provides your recorded job history

*Jobs Available:* This section is where you can see and bid on jobs Monday – Friday between the hours of 4:30pm-7:00am

*Manage:* This section allows you register on the out of the out of work list or remove your name from the out of work list.

*Out of Work list:* This section allows you to see the current out of work list

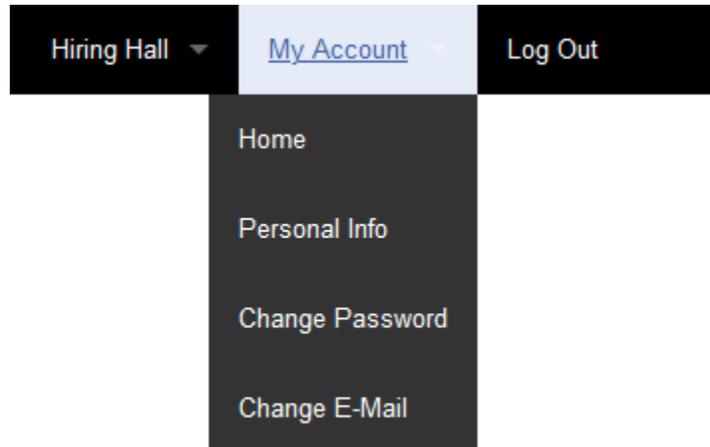
*Registration Info:* This section allows you to complete monthly resign (when active)

*Terminate Employment:* This section allows you to close out your current job and designate your termination cause such as layoff, quit, discharge (fired).

My Account Menu:

The My Account Menu item has multiple options under it. Below is a brief description of what these options provide.

## Member Services Portal Instructions



*Home:* This section will provide you with current and future announcements from your Local Union.

*Personal Info:* This section allows you to update your current contact info, email, phone, etc.

*Change Password:* This section is where you can update your password.

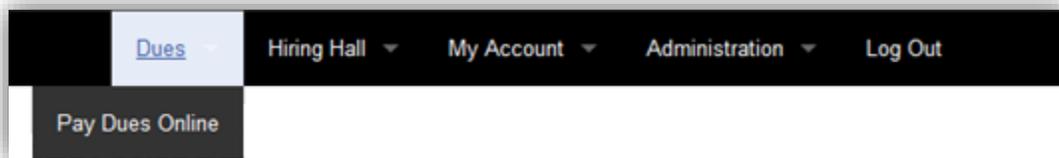
*Change Email:* This section allows you to change your email address associated with your login credentials for this site.

*Log Out:* This section allows you to leave the Member Services Portal.

### Step by Step Guide

Dues – Pay Dues Online (**local members only**)

1. Under the 'Dues' menu, select the 'Pay Dues Online' option.



## Member Services Portal Instructions

- When the page loads, you will see your current paid thru date, and the system will tell you if you have any amount due. It will also allow you to pay future charges.

**Dues**

Dues  
Dues charge assessed on every month.

Paid Thru	12/2023	
Paying Thru	Choose... ▾	\$0.00
<b>Prior Balance</b>		<b>\$0.00</b>
<b>Total Due</b>		<b>\$0.00</b>

Pay Charges

- Use the 'Choose' dropdown field to select the paid thru quarter you'd like to pay.

**Dues**

Dues  
Dues charge assessed on every month.

Paid Thru	12/2023	
Paying Thru	Choose... ▾	\$0.00
<b>Prior Balance</b>		<b>\$0.00</b>
<b>Total Due</b>		<b>\$0.00</b>

Choose...  
Choose...  
Q1/2024  
Q2/2024  
Q3/2024

Pay Charges

## Member Services Portal Instructions

- Once you have selected the pay thru quarter you want to pay, the 'Total Due' amount will update to reflect the current charges you will be paying.

Dues	
Dues Dues charge assessed on every month.	
Paid Thru	12/2023
Paying Thru	Q1/2024 ▾
	\$159.00
<b>Prior Balance</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$159.00</b>

[Pay Charges](#)

- If everything looks ok, and the correct charges are displaying, select the 'Pay Charges' button.

[Pay Charges](#)

## Member Services Portal Instructions

6. Selecting the 'Pay Charges' button will navigate you to the payment page.

Credit Card Number Required

Expiration Required CVC Required

12/11/11

CVC

**Account Holder Information**

First Name Required Last Name Required

ADDRESS Required (Maximum 80 Characters)

ADDRESS 2 Optional (80 Characters)

City Required (Maximum 80 Characters)

Rohnert Park

State

CALIFORNIA

Zip Code

94928

Home Phone Optional (80 Characters)

Mobile Phone Optional (80 Characters)

Email Required (Maximum 80 Characters)

Privacy Notice: Information submitted on this page will be used for IBEW business only. Bank information entered here is not saved by IBEW.

Contact Info:  
IBEW Local # 0006  
55 Filmore St.  
San Francisco, CA 94117  
(415) 861-5752

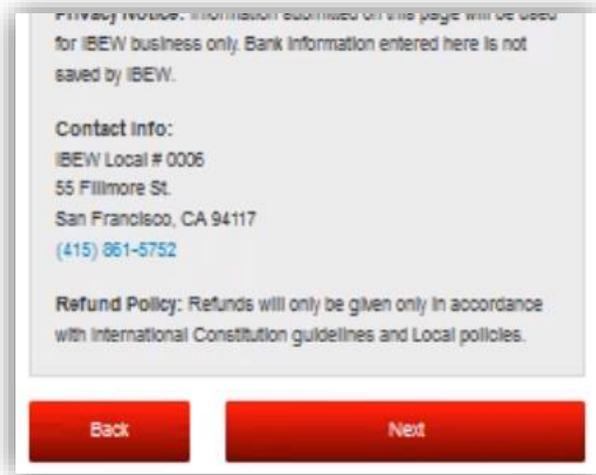
Refund Policy: Refunds will only be given only in accordance with International Constitution guidelines and Local policies.

Back Next

7. Enter all required information. Important: this system DOES NOT retain your credit card information for future use.

## Member Services Portal Instructions

- After you have entered all your required information, select the 'Next' button.



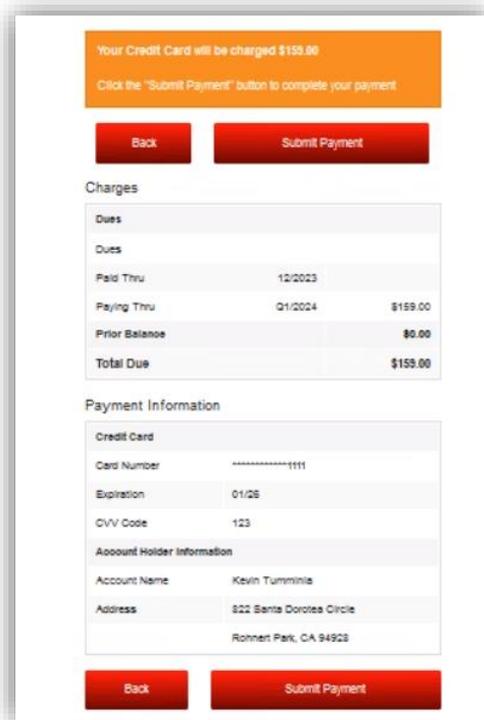
Information provided on this page will be used for IBEW business only. Bank information entered here is not saved by IBEW.

**Contact info:**  
IBEW Local # 0006  
55 Fillmore St.  
San Francisco, CA 94117  
[\(415\) 861-5752](tel:(415)861-5752)

**Refund Policy:** Refunds will only be given only in accordance with International Constitution guidelines and Local policies.

[Back](#) [Next](#)

- You will now be on the payment page where you can submit your payment for processing. The page provides you with a summary of the charges you are paying and the total amount that will be charge to your debit/credit card.



Your Credit Card will be charged \$159.00  
Click the "Submit Payment" button to complete your payment

[Back](#) [Submit Payment](#)

**Charges**

Dues		
Paid Thru	12/2023	
Paying Thru	01/2024	\$159.00
Prior Balance		\$0.00
<b>Total Due</b>		<b>\$159.00</b>

**Payment Information**

Credit Card	
Card Number	*****1111
Expiration	01/25
CVV Code	123

**Account Holder Information**

Account Name	Kevin Tumminia
Address	822 Santa Dorotea Circle Rohnert Park, CA 94928

[Back](#) [Submit Payment](#)

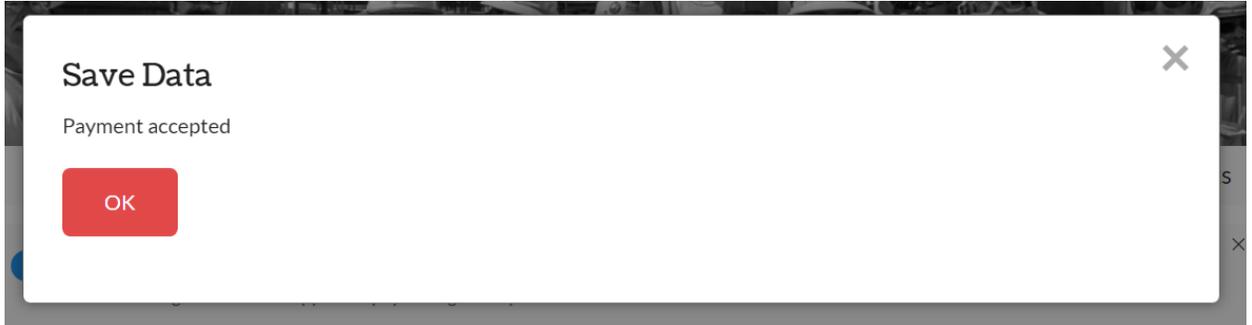
- If the payment information looks correct, select the 'Submit Payment' button to process your payment. If your payment information is incorrect, select the 'Back' button and make any

## Member Services Portal Instructions

changes needed to correct the payment information.



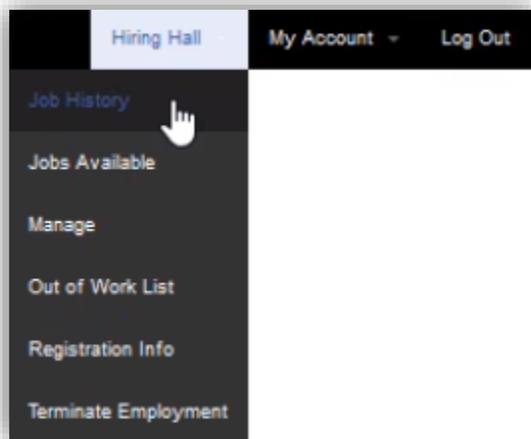
11. Once you submit the payment, you will receive a pop-up message that tells you 'Payment Accepted'.



12. Select the 'OK' button to clear the pop-up message.

### Hiring Hall – Job History

1. Under the 'Hiring Hall' menu, select the 'Job History' option.



## Member Services Portal Instructions

2. When the page loads, you will see your job history with IBEW Local 6. Important: All the data on this page is read-only.

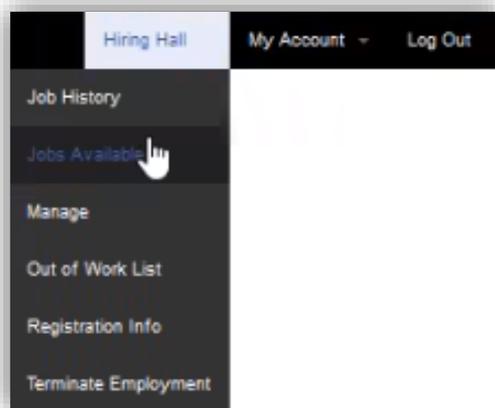
Job History for

Start Date	Employer	Termination Date	Termination Reason
03/13/2023	A & G ELECTRIC INC.	07/06/2023 14:37	Unknown
12/29/2022	GILDERSLEEVE ELECTRIC INC.	12/31/2022	Portability
12/18/2022 16:00	A & G ELECTRIC INC.	12/28/2022 08:40	Quit
10/30/2022	A & G ELECTRIC INC.	10/28/2022 20:57	Layoff
10/30/2022	A & G ELECTRIC INC.	10/27/2022 16:37	Layoff
10/20/2022	A & G ELECTRIC INC.	10/18/2022	
10/20/2022	A & G ELECTRIC INC.	10/26/2022	Layoff
10/19/2022	A & G ELECTRIC INC.	10/19/2022	Discharge
10/19/2022	A & G ELECTRIC INC.	10/19/2022	Layoff
10/18/2022	A & G ELECTRIC INC.	10/18/2022	Turned Around
10/04/2022	A & G ELECTRIC INC.	10/04/2022	Unknown
07/01/2022	SOMAR ELECTRIC INC	08/18/2022	Layoff

### Hiring Hall – Jobs Available

Important: Bidding is allowed after 4:30 pm (M-F) until 7:00 am the next day before 8 am Roll Call, if jobs are available. You cannot bid on job(s) until the dispatch office has assigned you a position number on the out of work list during business hours (7:30 am – 4:30 pm Monday – Friday).

1. Under the 'Hiring Hall' menu, select the 'Jobs Available' option.



# Member Services Portal Instructions

- When the page loads, you will see all jobs that are available. Important: Only jobs on the book(s) you are registered to will be displayed.

**Bidding is Open**  
Bidding will close Thursday at 07:00:00 AM Pacific Daylight Time and will reopen Thursday, 07:00:01 AM Pacific Daylight Time  
Bidding will not be allowed once the period ends

3 Jobs available as of 10:02:38 AM Pacific Daylight Time

Job Class: All Job Classes | Employer: All Employers | City: All Cities  
Worksite: All Worksites

Clear Filter | Show Details | Hide Details

	Bid	Employer	City	Start Date	Short call	Strike
+	No Bid	A & G ELECTRIC INC.	San Francisco, CA	7/28/2023	No	No
+	No Bid	GILDERSLEEVE ELECTRIC INC.	Oakland, CA	7/27/2023	No	No
+	No Bid	K AND P ELECTRIC	San Francisco, CA	7/27/2023	Yes	No

Submit Bids

**Instructions**

- Jobs that are available to you will have a drop down box displayed to the left of the employer name.
- Select your desired priority from the drop down list, or select "No Bid" if you do not have interest in the job.
- You may only bid on jobs if you are not currently working.
- You may only bid on a job if you have an active registration on same book as the opening.
- Online bidding for a job will not be allowed unless the Dispatch office has enabled web bidding for its book.
- You can view your registration information [here](#).
- Bidding is open between the hours of Thursday, 07:00:01 AM Pacific Daylight Time and Thursday at 07:00:00 AM Pacific Daylight Time
- Bidding is open all day on weekends and holidays.

To place one or more bids, indicate your preferences by selecting the priority next to each job of interest and click the "Submit Bids" button

If you bid for work via the Internet, you should receive an Email confirmation of that bid. You may resubmit (submit corrections) until Thursday at 07:00:00 AM Pacific Daylight Time. If you do not receive an Email confirming your bid, something did not work correctly. Any loss of confidence with internet should cause you to contact the Dispatch Office at 415-861-5752, between 7:30am and 7:45am daily before Roll Call.

By clicking on the "Submit" button below, I signify that I understand and accept these conditions.

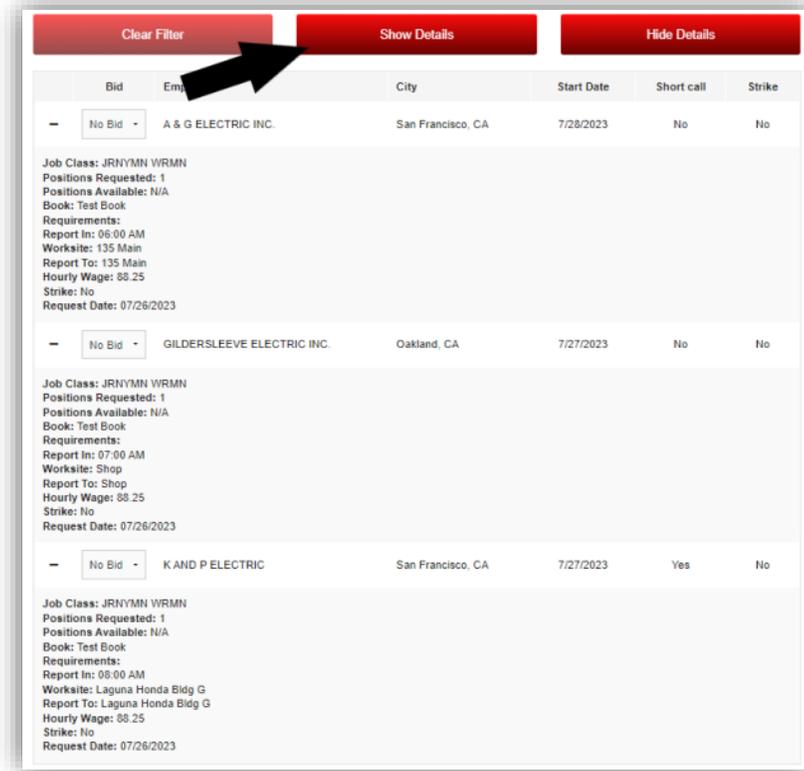
- The Jobs Available page has a section that allows you to filter out jobs based on criteria that you set. You can filter down using a Job Class, Employer, City or Worksite. To clear any filters, select the 'Clear Filter' button.

Job Class: All Job Classes | Employer: All Employers | City: All Cities  
Worksite: All Worksites

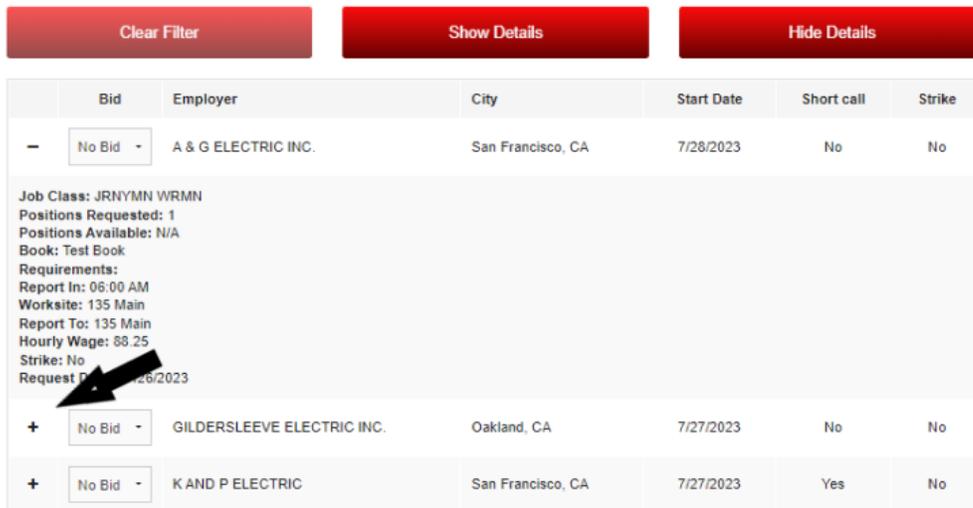
Clear Filter | Show Details | Hide Details

## Member Services Portal Instructions

- Each job has details that provides information on the worksite location, the number of positions that are available, the hourly wage, and other specifics about the job. To see the details on all the available jobs, select the 'Show Details' button.



- To see details for a specific job, use the '+' button next to the job you want to see details for.



# Member Services Portal Instructions

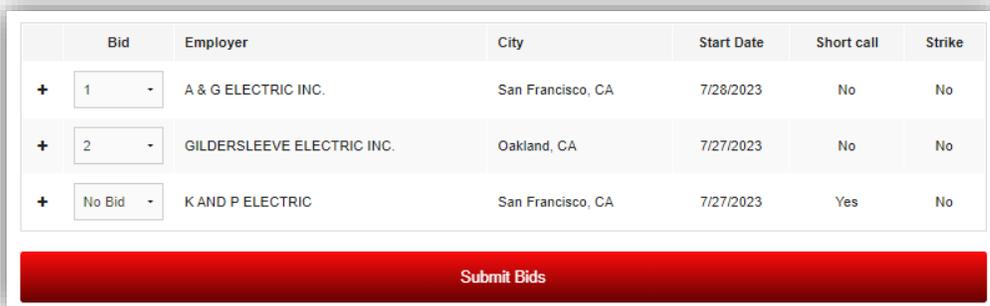
6. To hide details for **all** jobs, select the 'Hide Details' button.



7. Bidding is conducted based on priority. For example, if there are 3 jobs available, you will see numbers 1, 2, 3 and 'No Bid' option in the 'Bid' dropdown field.



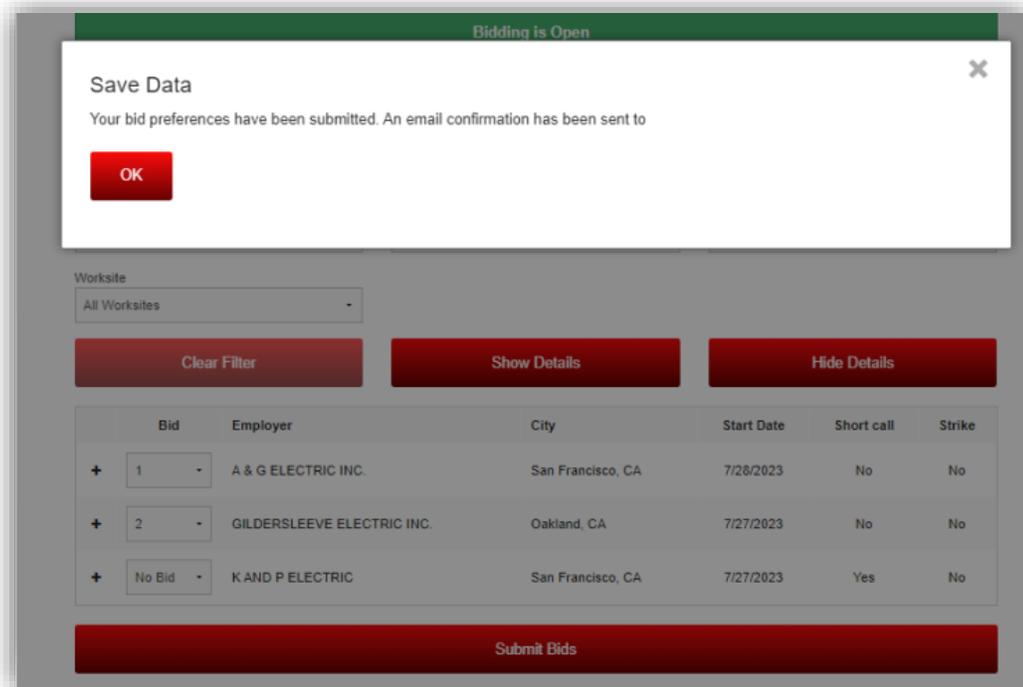
8. To bid on your most desirable job, use the 'Bid' dropdown field and set it to '1'. If there are other jobs you want to bid on, set the bid field for that job using '2' or '3'. The lowest number is your highest priority job. Subsequently, your highest number bid is your lowest priority job. A 'No Bid' value means you are not bidding on that job.



## Member Services Portal Instructions

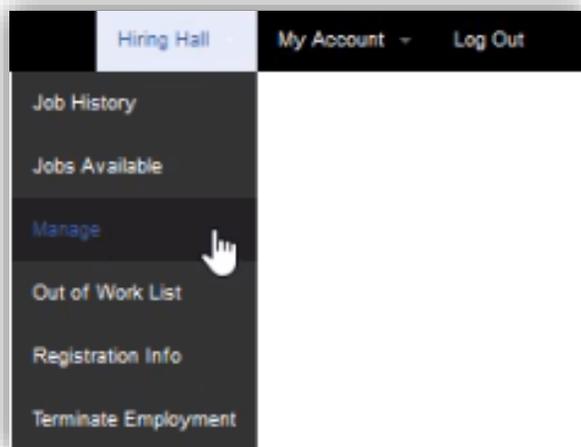
9. After you have placed a priority bid on the jobs you are interested in, select the 'Submit Bids' button. You will receive a pop-up message that lets you know that the dispatcher has received your bids. If you have a valid email address on file, you will also receive a confirmation email.

**Roll Call starts at 8am over the phone, if you are selected, you must answer the dispatcher's phone call. You will receive two calls and two voicemails, if you do not answer the phone, the dispatcher will move on to the next applicant for employment.**



### Hiring Hall – Manage

1. Under the 'Hiring Hall' menu, select the 'Mange' option.



## Member Services Portal Instructions

2. On this page you can register to a qualified book, or you can deactivate a current registration to remove yourself from a qualified book.

The screenshot displays two sections: 'Active Registrations' and 'Qualified Books'. The 'Active Registrations' section features a red 'Deactivate' button and the text 'Test Book - Journeyman'. Below this is a table with the following data:

Active Position #	3
Registration Number	84
Registration Date	07/06/2023 14:37
Strikes	0

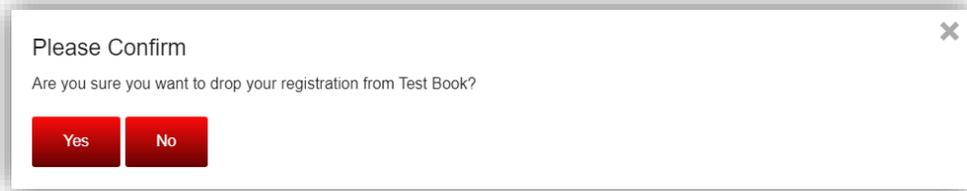
The 'Qualified Books' section features a red 'Register' button and the text 'SOUND AND COMM - Sound Comm - 4'.

3. To deactivate a current registration, select the 'Deactivate' button for the book that you would like to be removed from.

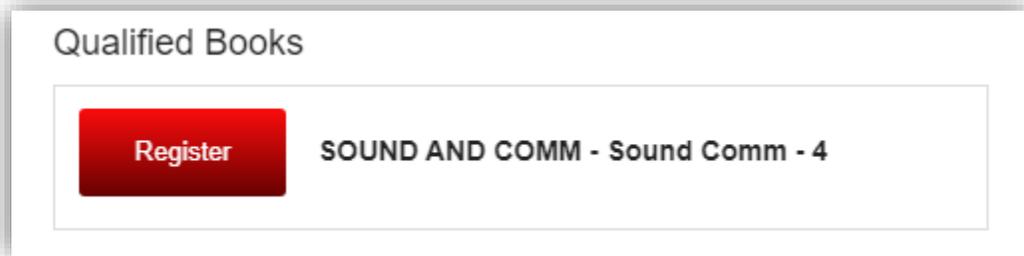
This screenshot is identical to the previous one, but the 'Deactivate' button in the 'Active Registrations' section is highlighted with a red border, indicating it is the focus of the instruction.

## Member Services Portal Instructions

4. When you select the 'Deactivate' button, you will get a confirmation pop-up message. If you wish to proceed with removing yourself from that book, select 'YES'. If you do not wish to proceed, select 'NO'.



5. To register to a book you are qualified for, select the 'Register' button for the book that you would like to register to.



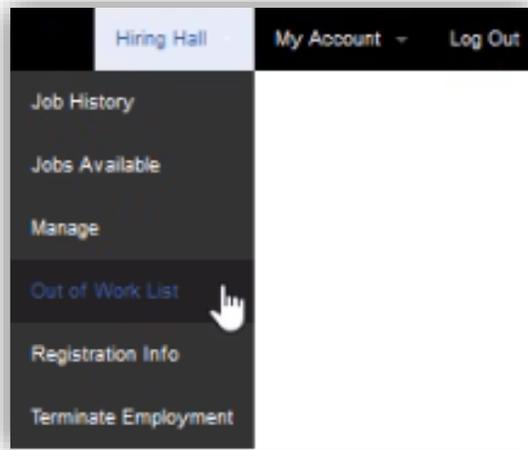
6. When you select the 'Register' button, you will get a confirmation pop-up message. If you wish to proceed with adding yourself to that book, select 'Yes'. If you do not wish to proceed, select 'No'.



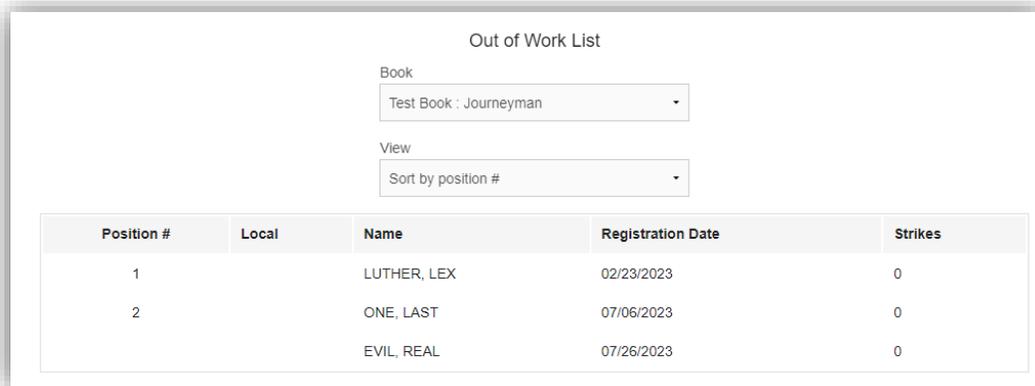
# Member Services Portal Instructions

## Hiring Hall – Out of Work List

1. Under the 'Hiring Hall' menu, select the 'Out of Work List' option.



2. When the page loads, you will see the Out of Work List.



Out of Work List

Book  
Test Book : Journeyman

View  
Sort by position #

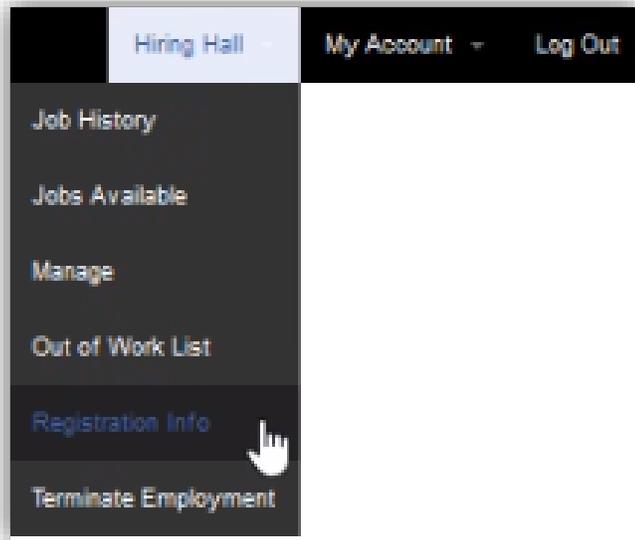
Position #	Local	Name	Registration Date	Strikes
1		LUTHER, LEX	02/23/2023	0
2		ONE, LAST	07/06/2023	0
		EVIL, REAL	07/26/2023	0

3. This page is read-only with the exception of filters that can be used to help you look at the data you are interested in. You can filter based on the Book or the View. The book filter will allow you to look at a specific book, and the view filter will allow you to sort by Position # or Last Name.

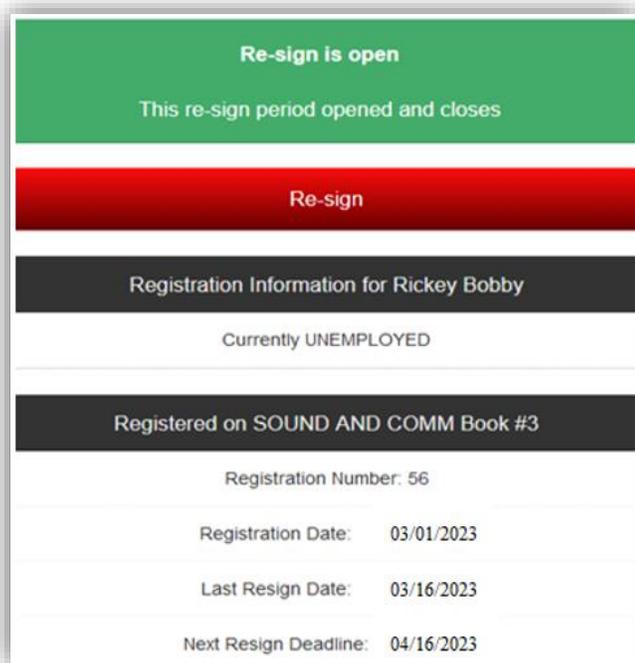
# Member Services Portal Instructions

## Hiring Hall – Registration Info

1. Under the 'Hiring Hall' menu, select the 'Registration Info' option. On the Registration Info page, you can Re-sign (available between the 10<sup>th</sup> and the 16<sup>th</sup> of the month), and view your current registration(s) information.



2. When the resign period is open, you will see the option to resign; select the 'Re-sign' button.

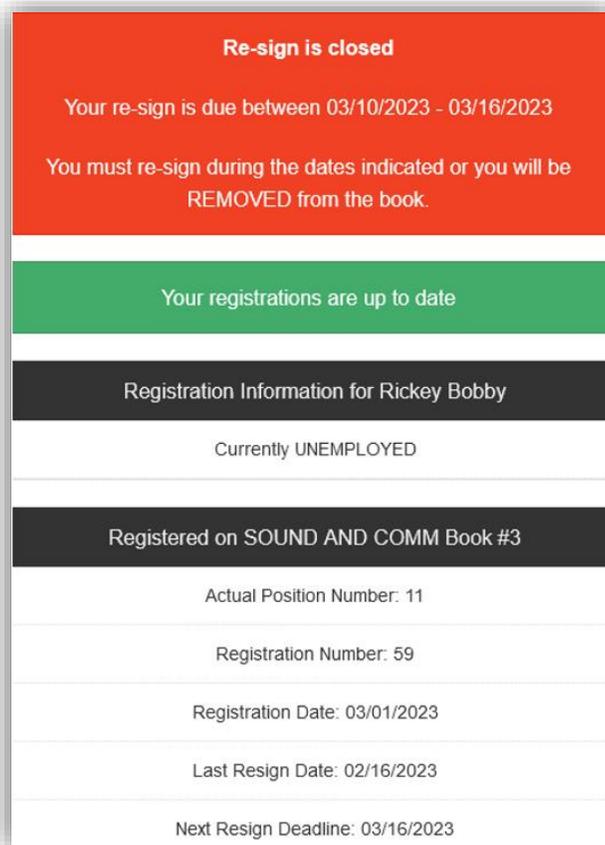


## Member Services Portal Instructions

3. After you have resigned, you will receive a pop-up confirmation message. Select 'Ok' to clear the message.



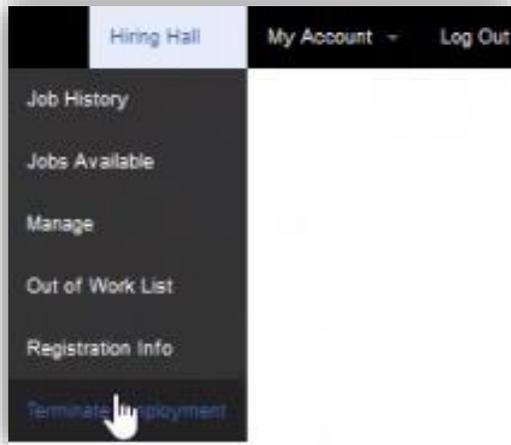
4. If resign is closed, the option to resign will not be available, and you'll need to return to the Member Services Portal during the open resign period between the 10th – 16th of the month.



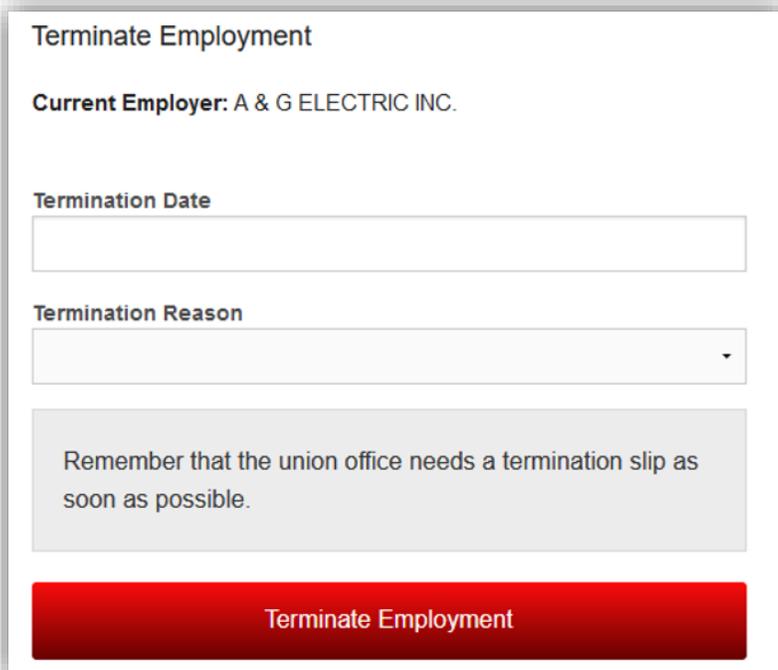
# Member Services Portal Instructions

## Hiring Hall – Terminate Employment

1. Under the 'Hiring Hall' menu, select the 'Terminate Employment' option. On the Terminate Employment page you can terminate your employment.



2. To terminate your employment, select the 'Termination Date' to the date your employment ended, and then select the 'Termination Reason' field and select the value that best represents the reason for your termination.

A screenshot of a web form titled 'Terminate Employment'. The form is white with a light gray border. At the top, it says 'Terminate Employment'. Below that, it says 'Current Employer: A & G ELECTRIC INC.'. There are two main input fields: 'Termination Date' (a text box) and 'Termination Reason' (a dropdown menu). Below these fields is a gray box containing the text: 'Remember that the union office needs a termination slip as soon as possible.'. At the bottom of the form is a large red button with the text 'Terminate Employment' in white.

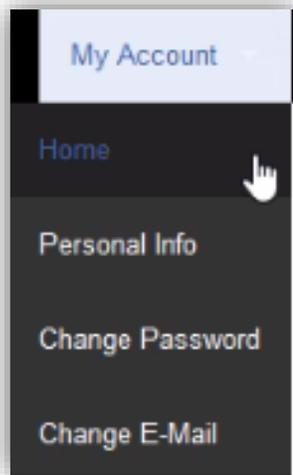
## Member Services Portal Instructions

3. After you have entered the Termination Date and the Termination Reason, select the 'Terminate Employment' button to submit the form to the hiring hall.



### My Account – Home

1. Under the 'My Account' menu, select the 'Home' option.

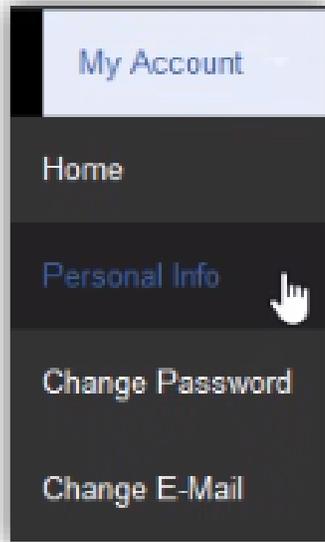


2. On the 'Home' page, you will see any current announcements.

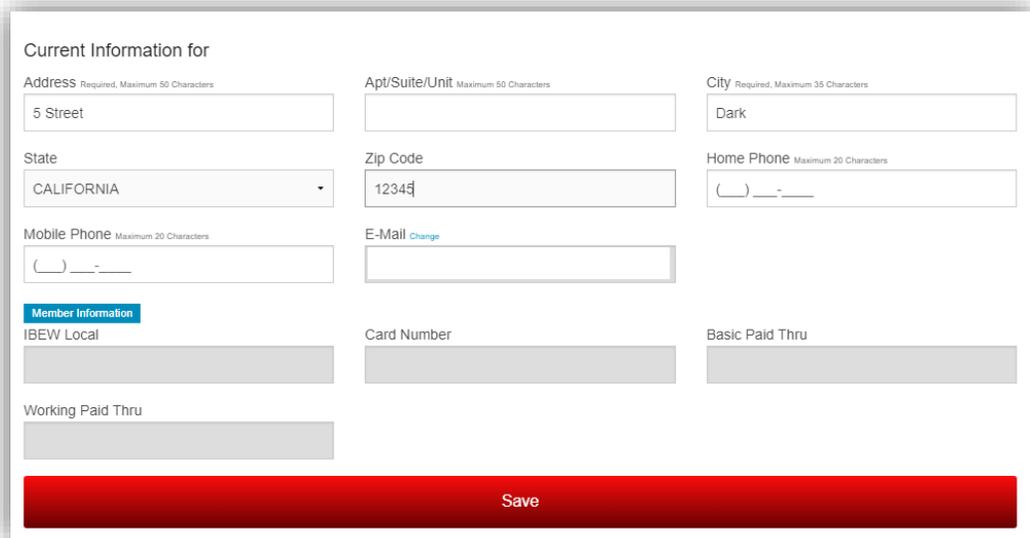
# Member Services Portal Instructions

## My Account – Personal Info

1. Under the 'My Account' menu, select the 'Personal Info' option.



2. The 'Personal Info' page will display with some of your personal information. Most fields on this page are editable. The only fields not editable on this page are: IBEW Local, Card Number, Basic Paid Thru, and Working Paid Thru

A screenshot of the 'Personal Info' page. At the top, it says 'Current Information for'. Below this are several input fields: 'Address' (with a note 'Required, Maximum 50 Characters') containing '5 Street'; 'Apt/Suite/Unit' (with a note 'Maximum 50 Characters') which is empty; 'City' (with a note 'Required, Maximum 35 Characters') containing 'Dark'; 'State' (a dropdown menu) set to 'CALIFORNIA'; 'Zip Code' containing '12345'; 'Home Phone' (with a note 'Maximum 20 Characters') with a placeholder '( ) - -'; 'Mobile Phone' (with a note 'Maximum 20 Characters') with a placeholder '( ) - -'; and 'E-Mail' (with a 'Change' link) which is empty. Below these are 'Member Information' fields: 'IBEW Local', 'Card Number', 'Basic Paid Thru', and 'Working Paid Thru', all of which are greyed out. At the bottom is a large red 'Save' button.

3. To edit any of your personal data, select the field you wish to edit.

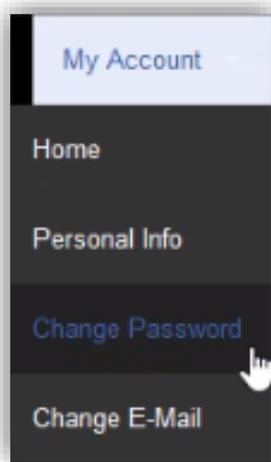
## Member Services Portal Instructions

4. Make the edit, and then select the 'Save' button

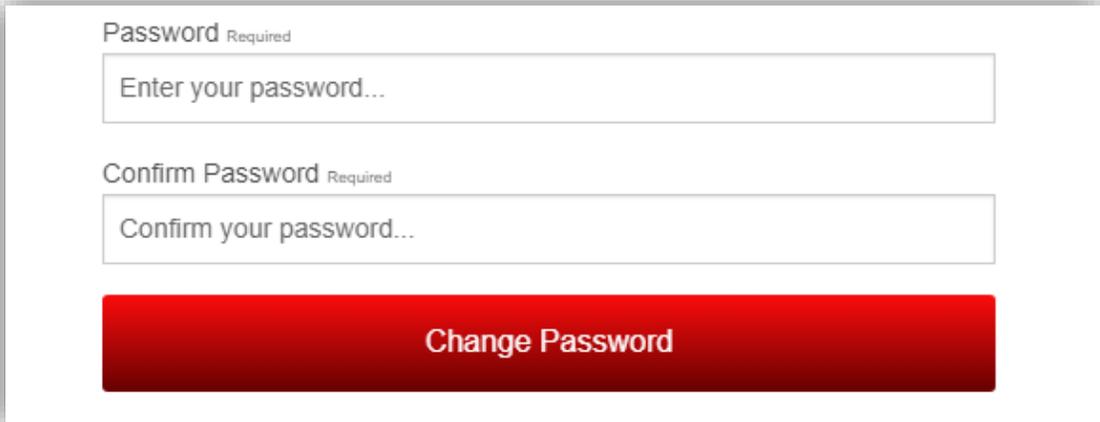


### My Account – Change Password

1. Under the 'My Account' menu, select the 'Change Password' option.



2. To change your password, you must meet the minimum password requirements.
3. Set the 'Password' field and the 'Confirm Password' field to the same value and select 'Change Password'.

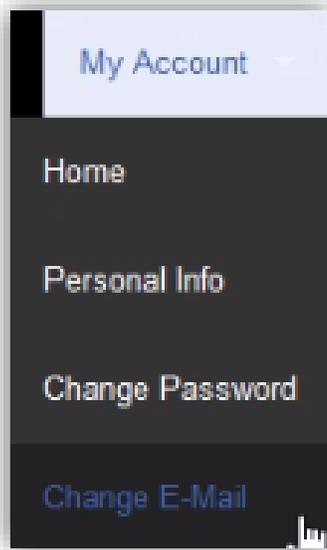


Important: Your new password MUST be a minimum of 8 characters that consists of at least (2) letters and (2) numerals.

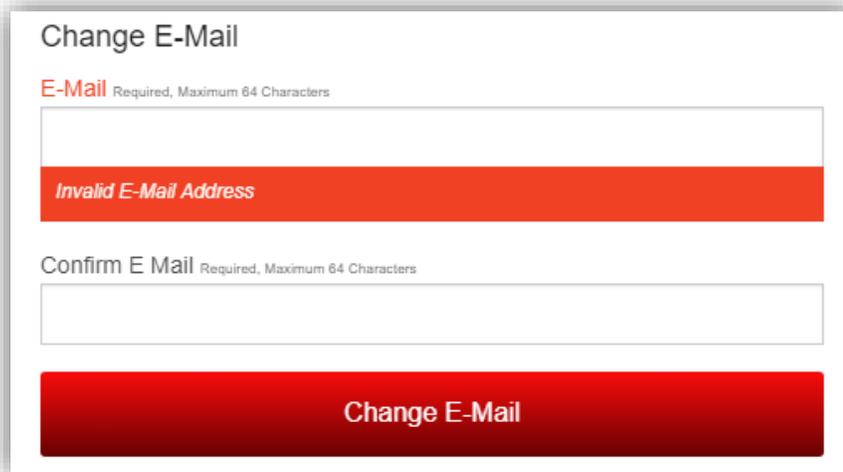
# Member Services Portal Instructions

## My Account – Change E-mail

1. Under the 'My Account' menu, select the 'Change Email' option.



2. To change your email, set the 'E-mail' field and the 'Confirm E Mail' field to the same value and select 'Change E-Mail' button.

A screenshot of the 'Change E-Mail' form. The form has a white background and a red border. It contains two text input fields. The first field is labeled 'E-Mail' with a red error message 'Invalid E-Mail Address' below it. The second field is labeled 'Confirm E Mail'. Below the fields is a red button with the text 'Change E-Mail'.