

Instructions on how to use the Online Bidding (Job Dispatch) and Re-sign process for IBEW Local 134

After clicking on the Member Login tab you will be taken to the Member Login page.
(See Figure 1)

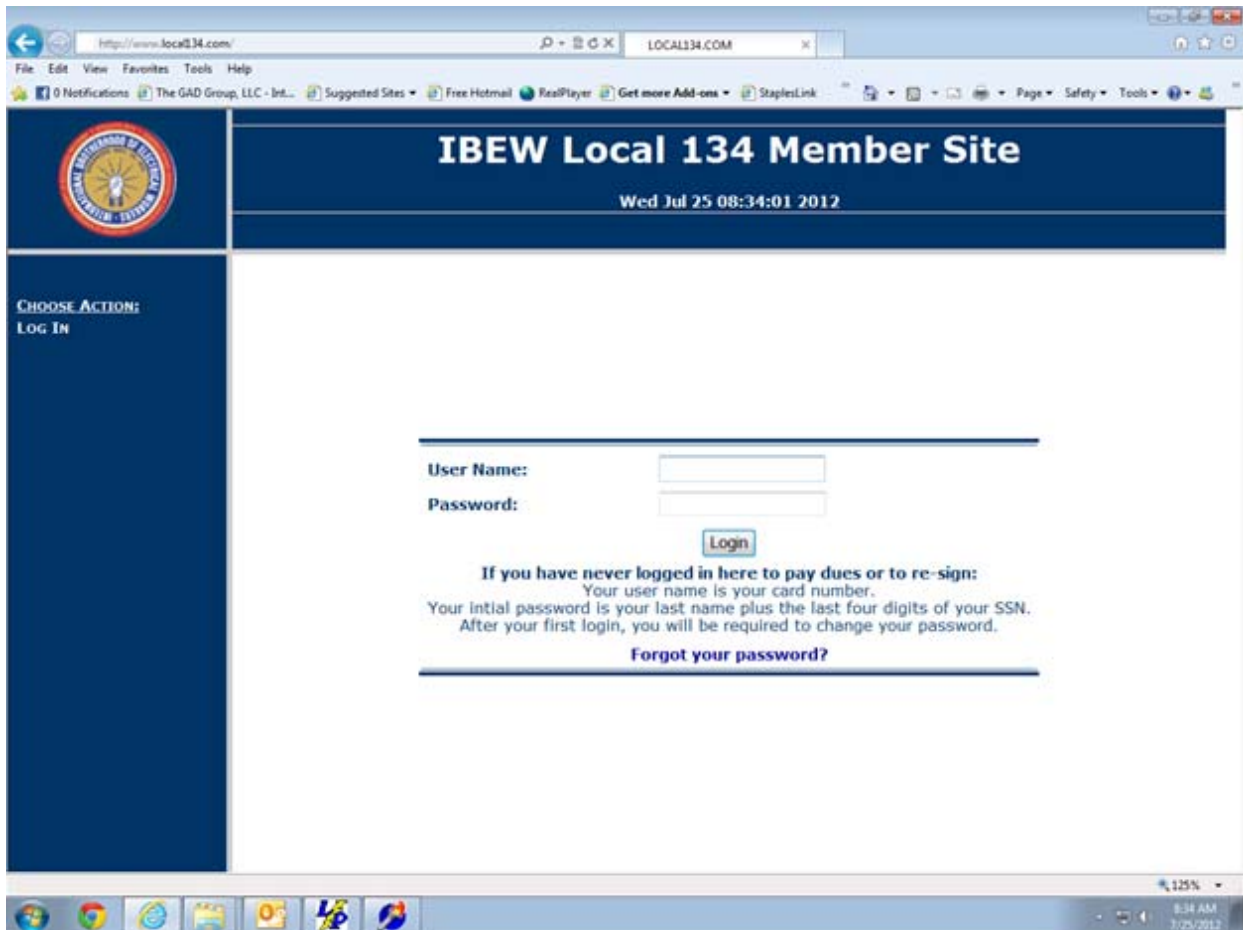


Figure 1

For your initial login you will use your card number as your user name and your last name + the last four digits of your Social Security# for your password (no spaces). After entering your information and clicking the LOGIN BUTTON you will then be directed to change your password; **you must change your password during the first login only. You do not have to use any part of your Social Security # in your new password, however it must contain 2 letters and 2 numbers and must be a minimum of 8 digits long.**

Remember your password is case sensitive and you will need to keep it safe. Your user name will continue to be your card number. Use the change password link on the left hand side of the page. (See figure 2). While not required, except after your initial login, it is suggested that you change your password occasionally for security.

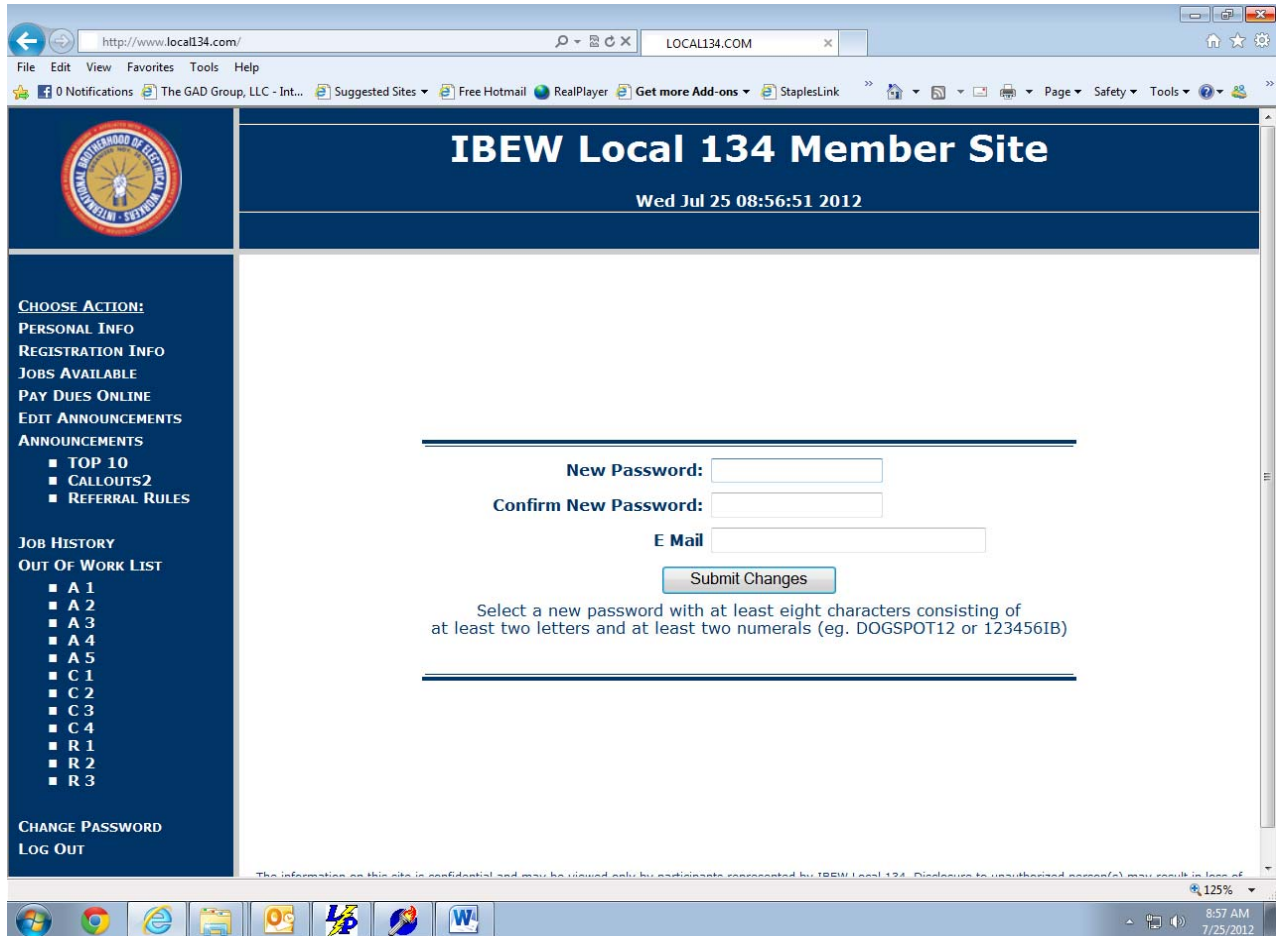


FIGURE 2

After you have successfully changed your password you will need to update your personal information and provide an email address so a confirmation email can be sent to you on your bids (**you cannot bid without an email address**). This also gives you an opportunity to add missing information to your account.

You should see "Personal Info" under "Choose Action" on the LEFT hand side of the page. Click on "Personal Info" and you will be taken to that page See Figure 3.

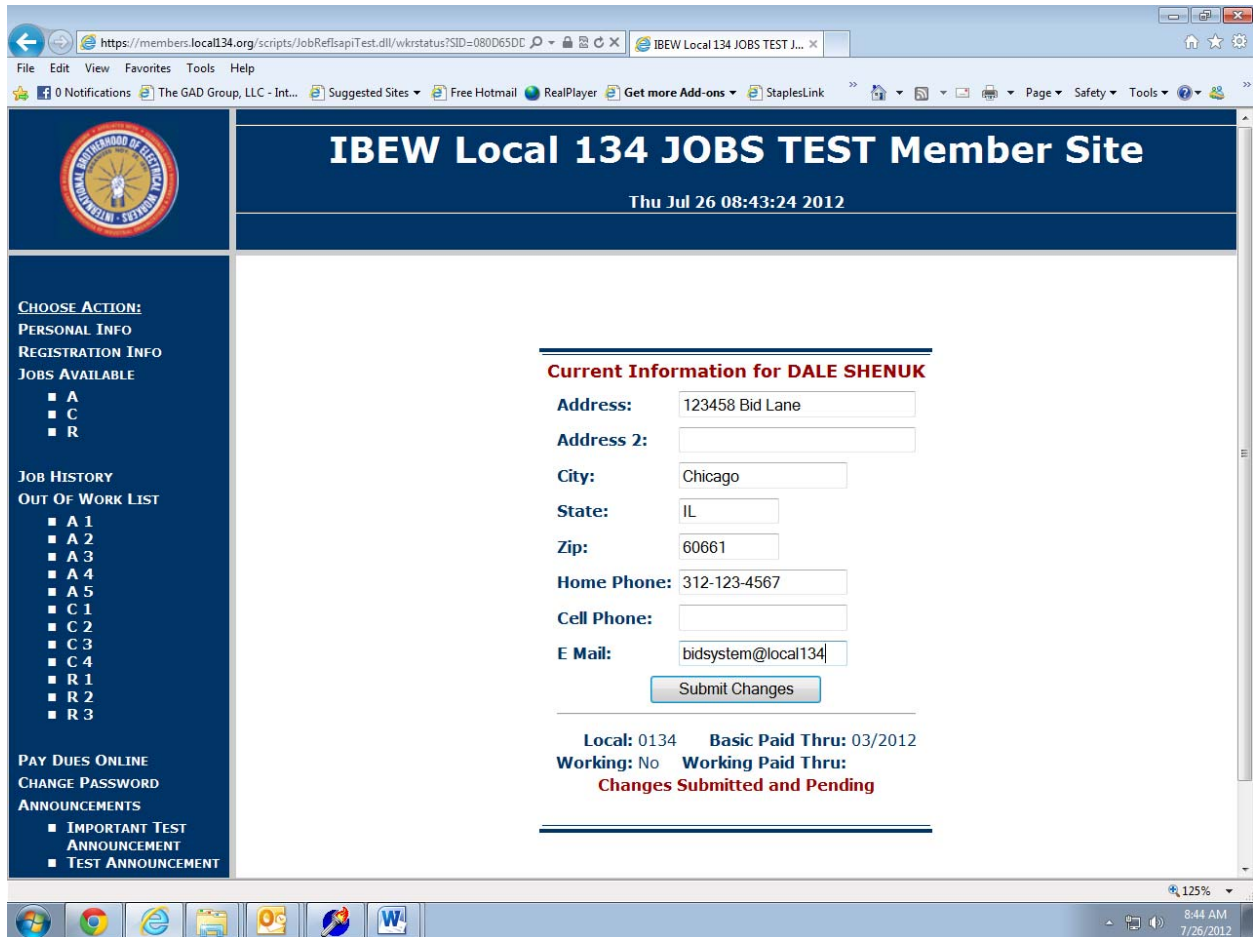


FIGURE 3

Input your email address and any other information that may be missing or wrong; click on the “Submit Changes” button of the page. You are now ready to bid and re-sign online.

HOW TO BID ONLINE

Under “Jobs Available” on the LEFT hand side of the page all current jobs will be under the heading of “Jobs Available” and listed as to the type of job. See Figure 4.

PLEASE NOTE THE JOBS SHOWN IN FIGURE 4 ARE NOT REAL JOBS THEY WERE ONLY FOR TEST PURPOSES.



FIGURE 4

On line bidding is only available from 3:30 pm until 5:00 am the following morning or Monday if applicable; these are the same hours as the phone-in job line. Click on one of the headings (A, C or R) and you will see a list of jobs for that heading. In the example provided there are 3 jobs under "A". If you only see a list of calls then click "View All Details". See Figure 5. If there are no headings under "Jobs Available" then there are no calls for the classification for that day.

If you are interested in a job, go to the right hand side and under “Bid Order” choose the first job you wish to bid on by clicking on the drop down arrow. If there are multiple calls you will see the number of calls for that code in the drop down list.

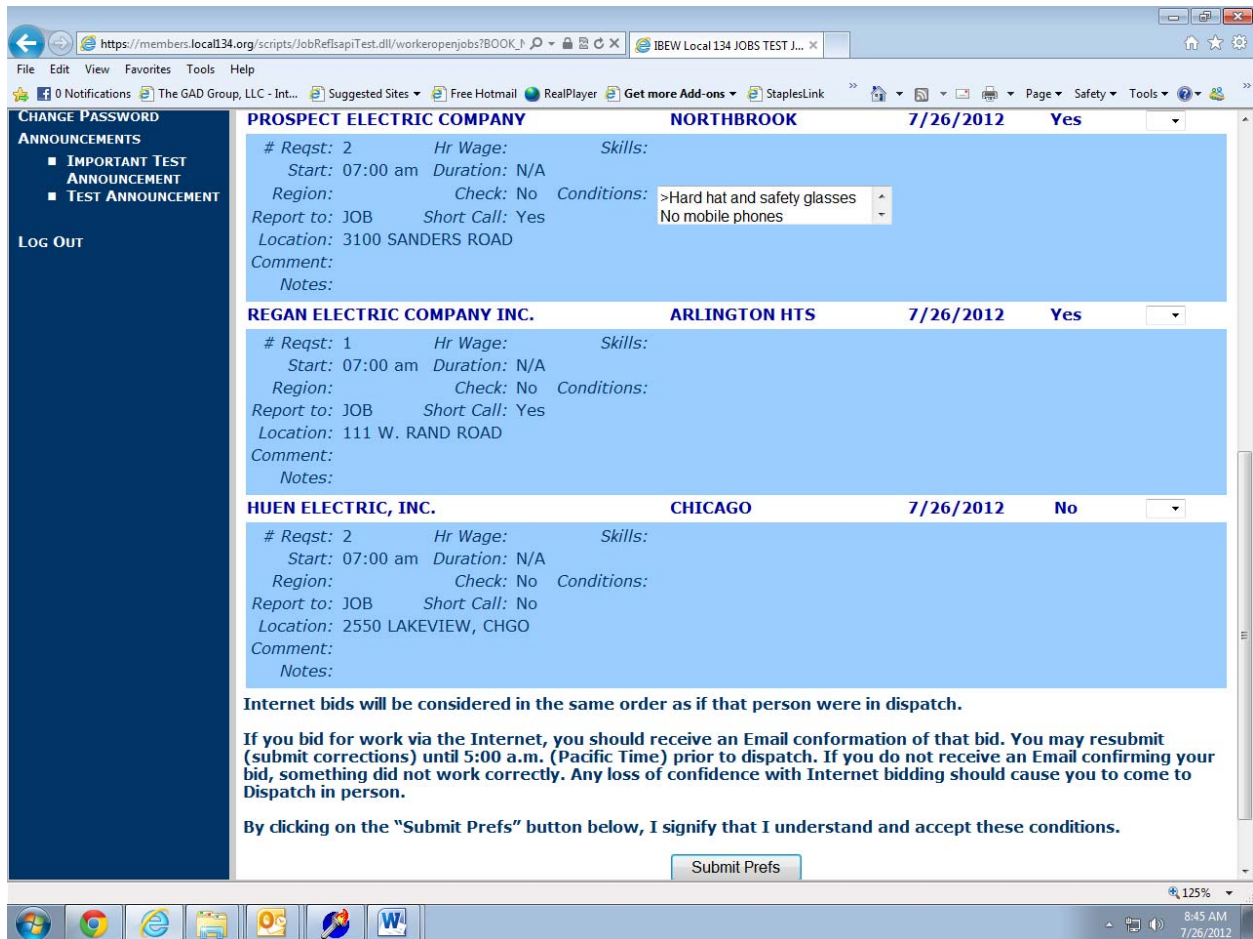


FIGURE 5

Choose your preference(s) and then click the “Submit Prefs” button. You will be sent a confirmation email on the job(s) that you bid on.

When submitting your bids it is very important to keep in mind that when we process the bids we will fill the calls in the following sequence;

McCormick Place,

Short calls,

Long calls

Should you submit a bid for a McCormick call, along with a short or a long call,

it is possible that your McCormick call will be filled before we address the other calls. No matter the bid order submitted. The same holds for short calls, we may fill a short Call bid before addressing the long calls.

Also keep in mind that if you are a Top 10 or prior you need to bid on all long calls or chance receiving a strike if your other preferences are filled before getting to your number.

Please read the information about online bidding above the "Submit Prefs" button.

You may change your preferences, make corrections, or remove your name from consideration for a job until 5:00 am (Central Time) the following day. Any applicant who records a job preference and then turns down the job upon being contacted by the Referral Agent for that job will be dropped from the referral. You must then come in and register in person.

If at any time your bid has not been accepted or the "submit your preferences" tab does not appear, you may either call the dedicated phone numbers (312-454-9272 or 312-332-4777) or make your bid in person.

When calling in, the hours of eligibility are the same as the online bid process, from 3:30 pm, until 5:00 am the following morning. You must follow the instructions as stated on the recorded message.

You may appear at 600 W Washington to submit your bid in person between 6:00 am and 7:00 am the morning the jobs are being processed.

Should you be laid off and not have the time to register your termination with the referral agent before the window for submitting your bids has opened, you can call in your preferences or make your bid in person. In order to register your termination you may fax in your severance to 312-466-8313, on the severance you must have your social security number or card number and your signature.