

# Member Services Portal Instructions



## Overview

Welcome to the new IBEW Local 6 Member Services Portal. This new portal will allow members to conduct actions with the referral office of Local 6 from their smartphone, tablet, or desktop computer without the need to call or come into the office. In this portal, you'll find services that include paying dues online, signing the books, resigning the books, viewing the out-of-work list, and bidding on available jobs. This guide should help familiarize you with the portal and walk you through the steps that will need to be taken to complete your request.

### Important:

**All new first-time applicants must report to 55 Fillmore Street, San Francisco, CA 94117, in person between 7:30 a.m. and 3:30 p.m. during Business hours Monday through Friday to establish eligibility for the out of work list.**

All technical online bidding/roll call issues may be resolved by calling the referral office at 415-861-5752 (7:30 a.m. – 3:30 p.m. M- F).

If you have any questions about this Web Portal/ Labor Power App or how to conduct business, please contact the dispatcher at 415-861-5752 or [dispatcher@ibew6.org](mailto:dispatcher@ibew6.org).

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## 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.

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## Log In to Member Services Portal: [Desktop Computer](#):

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.

## **IBEW Local 6 Dispatch Area:**

*Choose the Appropriate Link Below:*

[Announcement-Please Read](#)

[Dispatch Instructions](#)

[Member Services Portal](#)

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

Reset it here.' At the very bottom, it says 'Passwords are not case sensitive.'" data-bbox="131 468 514 823"/>

User Login

Card Number Required

Enter your Card Number..

Password Required

Enter your password...

Remember Me

Login

- 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.
- You will be required to change your password on your first login.

If you have forgotten your password, you can [Reset it here](#).

Passwords are not case sensitive.

*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 top of this document.*

# Member Services Portal Instructions

## Log In to Member Services Portal: [Mobile Labor Power App](#)

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

1. Download the Labor Power Mobile App from Apple Store or Google Play Store.



2. Once you install the app on your phone follow all the instructions and permissions until complete.

**User Login**

Card Number Required

Enter your Card Number...

Password Required

Enter your password...

Remember Me

**Login**

- 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.
- You will be required to change your password on your first login.

If you have forgotten your password, you can [Reset it here](#).

Passwords are not case sensitive.

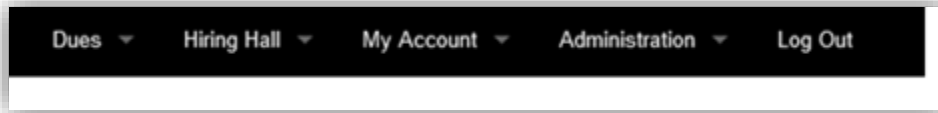
3. Enter your card number or email address per the login instructions.

***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 top of this document.***

# Member Services Portal Instructions

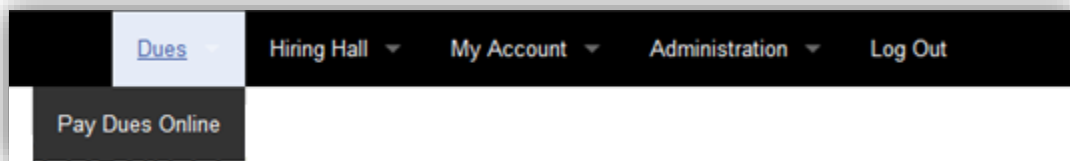
## Main Menu Overview:

From this menu of the app, you can navigate to any of the drop-down areas. The next section will break down these areas of the system and provide instructions on how to use each page.



## Dues Menu:

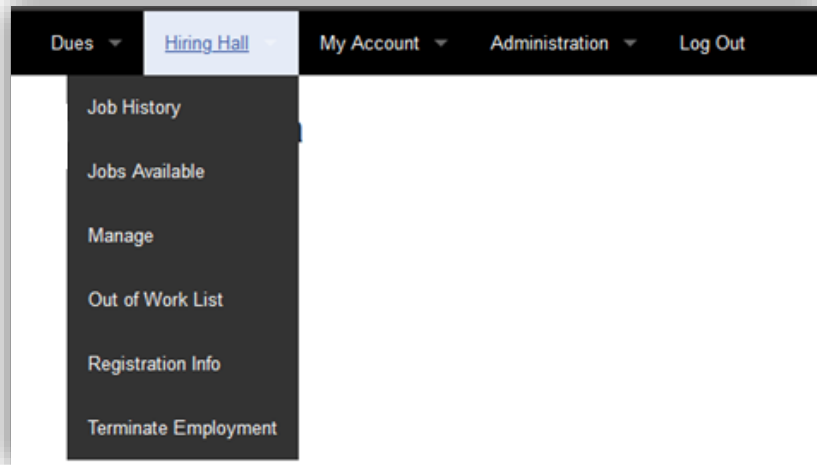
Pay your membership dues online (**local members only**). To pay your dues online, select the “Pay Dues Online” option.



## Member Services Portal Instructions

Hiring Hall Menu:

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



*Job History:* This section provides your recorded Local 6 job history

*Jobs Available:* This section is where you can see and bid on jobs Monday – Friday between the hours of 12:00pm-4:00pm

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

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

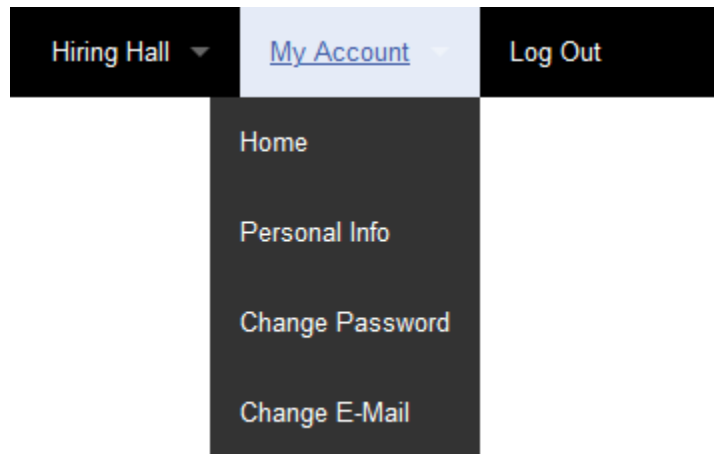
*Registration Info:* This section allows you to complete monthly resign (when active)

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

## Member Services Portal Instructions

My Account Menu:

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



*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.

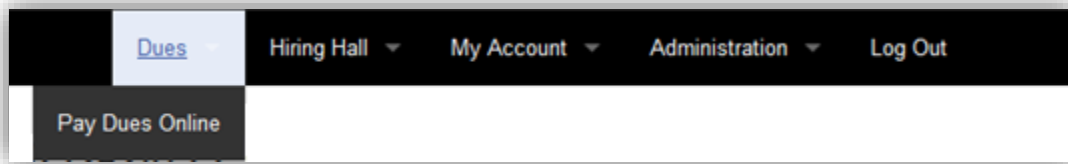
*Log Out:* This section allows you to leave the Member Services Portal.

# Member Services Portal Instructions

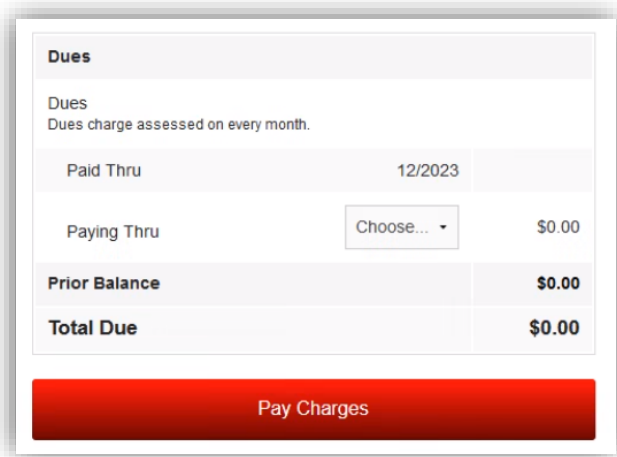
## Step by Step Guide

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

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



2. 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.



A screenshot of the Dues payment page. The page has a white background with a grey header. The header contains the text 'Dues' and 'Dues charge assessed on every month.' Below the header is a table with the following data:

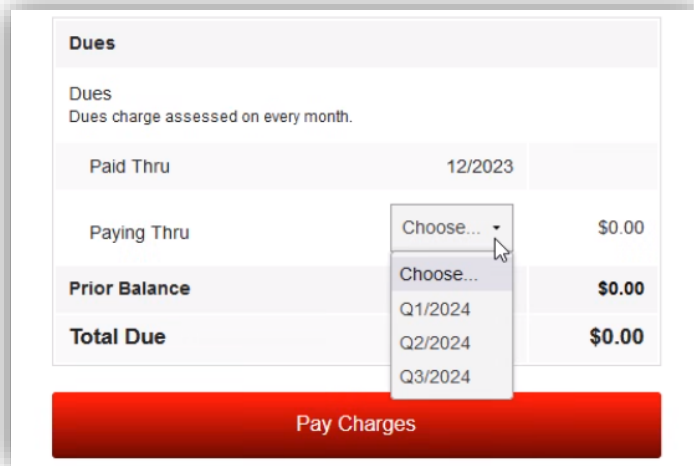
Dues	
Dues charge assessed on every month.	
Paid Thru	12/2023
Paying Thru	Choose... \$0.00
Prior Balance	\$0.00
Total Due	\$0.00

At the bottom of the page, there is a red button labeled 'Pay Charges'.



## Member Services Portal Instructions

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



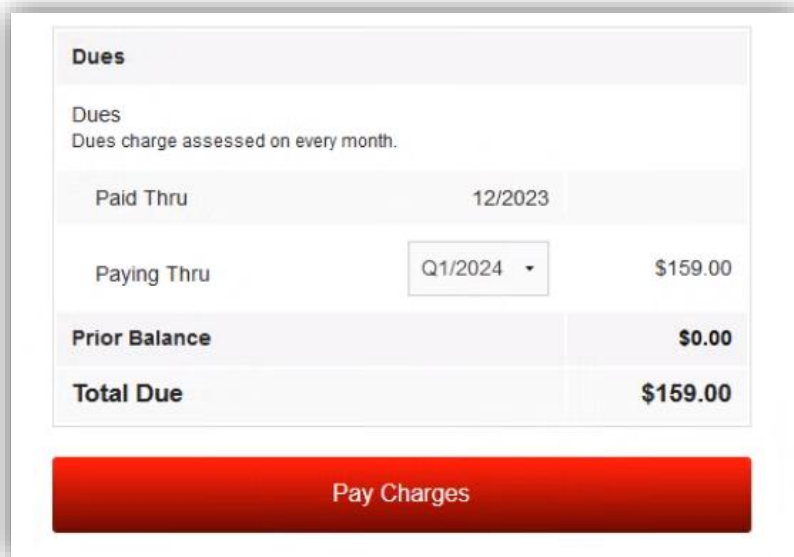
**Dues**

Dues  
Dues charge assessed on every month.

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

Pay Charges

- 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
Prior Balance		\$0.00
<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      CVV Required  
MM/YY      CVC

**Account Holder Information**

First Name Required      Last Name Required

Address Required Maximum 80 Characters

Address 2 Maximum 80 Characters

City Required Maximum 80 Characters  
Rohnert Park

State  
CALIFORNIA

Zip Code  
94928

Home Phone Maximum 80 Characters

Mobile Phone Maximum 80 Characters

E Mail 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](tel:(415) 861-5752)

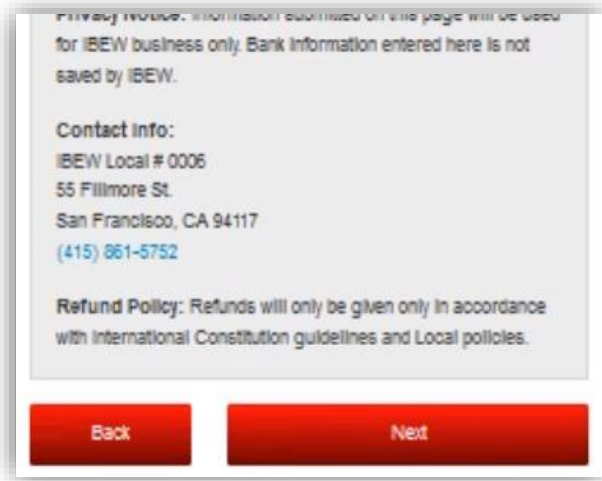
**Refund Policy:** Refunds will only be given only in accordance with International Constitution guidelines and Local policies.

**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.



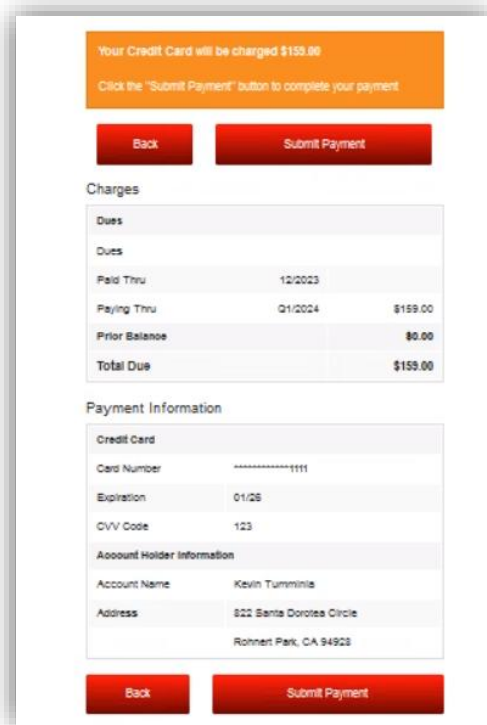
Information provided on this page will be used for IBEW business only. Bank information entered here is not saved by IBEW.

**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**

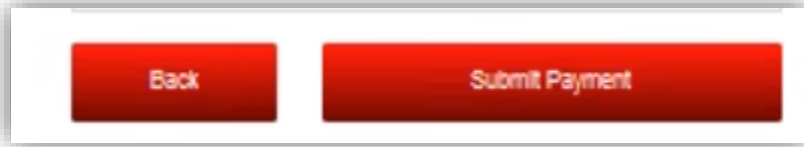
Account Name	Kevin Tumminia
Address	822 Santa Dorotea Circle Rohnert Park, CA 94923

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

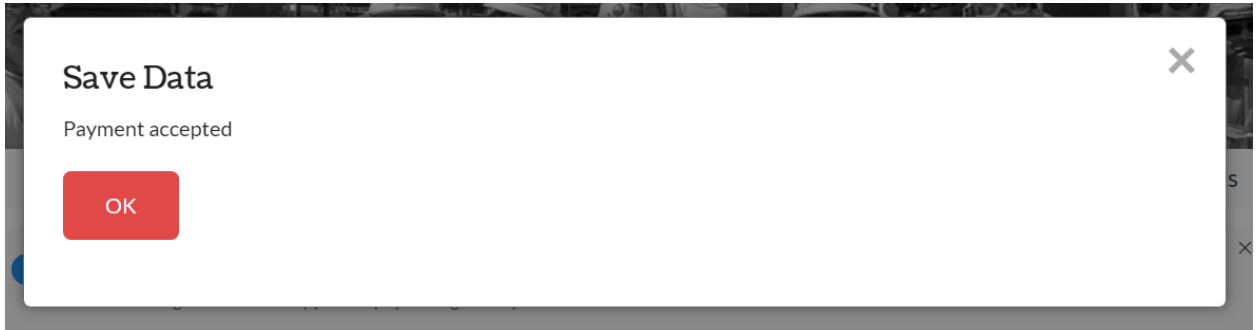
- If the payment information looks correct, select the 'Submit Payment' button to process your payment. If your payment information is incorrect, select the 'Back' button and make any

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changes needed to correct the payment information.



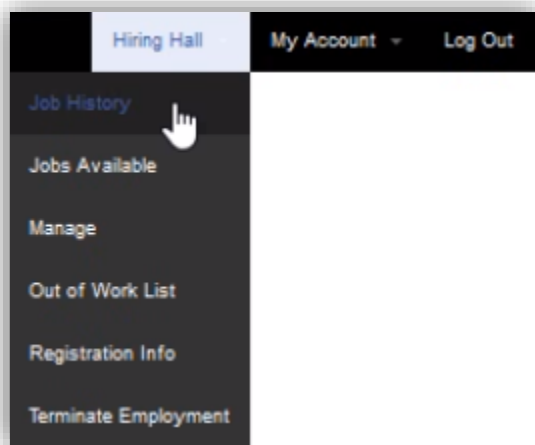
11. Once you submit the payment, you will receive a pop-up message that tells you 'Payment Accepted'.



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.



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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.

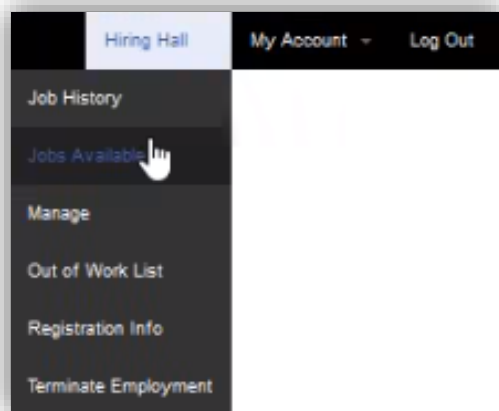
Job History for

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: Online Bidding is allowed from 12:00pm through 4:00pm daily 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 – 3:30 pm Monday – Friday).

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



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- 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 biddable.

**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.

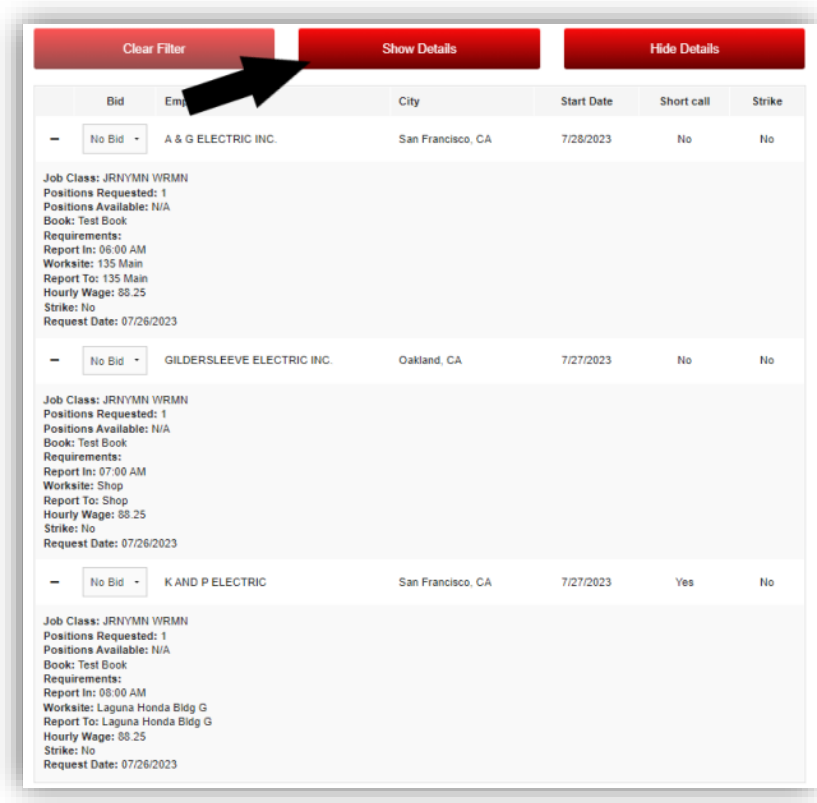
Job Class: All Job Classes | Employer: All Employers | City: All Cities

Worksite: All Worksites

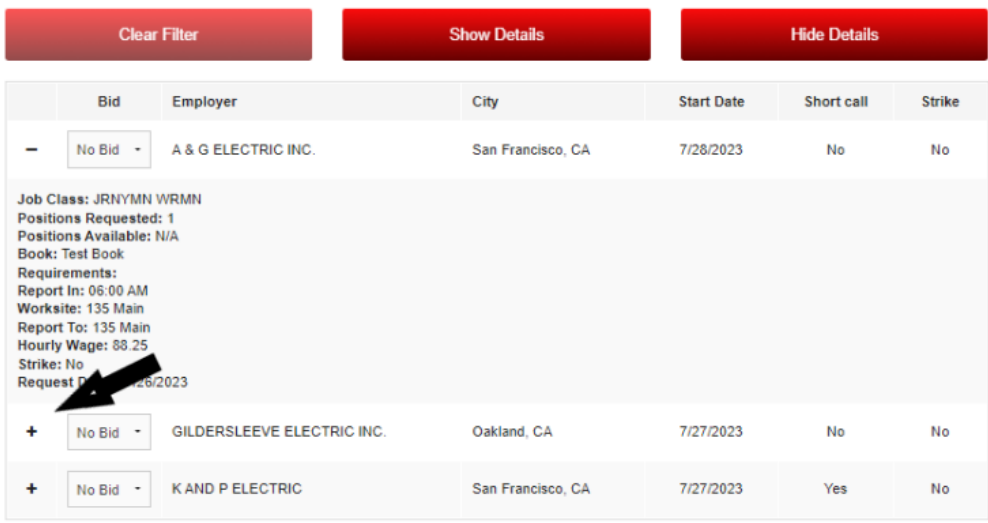
[Clear Filter](#) | [Show Details](#) | [Hide Details](#)

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- 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.



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



The screenshot shows a table with three columns: Bid, Employer, and City. Above the table are three buttons: 'Clear Filter', 'Show Details', and 'Hide Details'. An arrow points to the 'Hide Details' button. The table contains three rows of data:

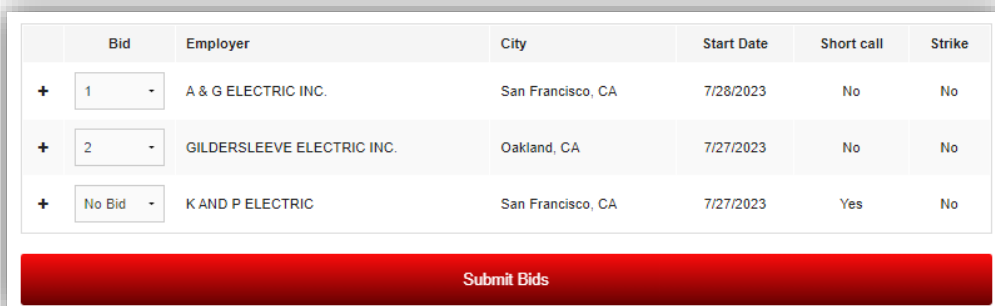
	Bid	Employer	City	Start Date	Short call	Strike
+	No Bid	A & G ELECTRIC INC.	San Francisco, CA	7/28/2023	No	No
+	No Bid	GILDERSLEEVE ELECTRIC INC.	Oakland, CA	7/27/2023	No	No
+	No Bid	K AND P ELECTRIC	San Francisco, CA	7/27/2023	Yes	No

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.



The screenshot shows the same table as in step 6, but with the 'Bid' dropdown menu open for the first row. The dropdown menu contains the following options: 'No Bid', '1', '2', and '3'. A mouse cursor is pointing to the 'No Bid' option. Below the table is a red button labeled 'Submit Bids'.

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.



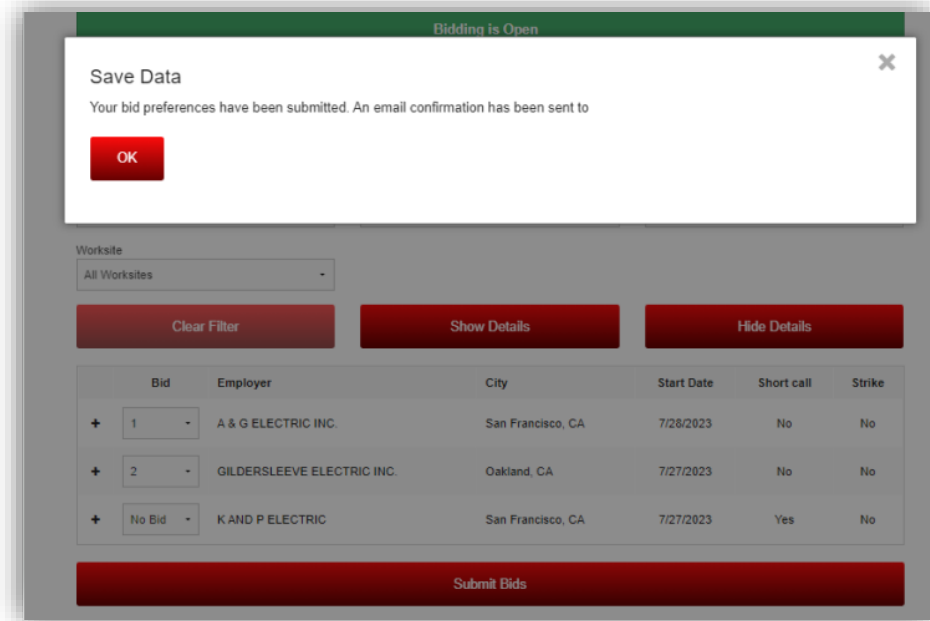
The screenshot shows the same table as in step 6, but with the 'Bid' dropdown menu set to '1' for the first row. The dropdown menu is closed. Below the table is a red button labeled 'Submit Bids'.

	Bid	Employer	City	Start Date	Short call	Strike
+	1	A & G ELECTRIC INC.	San Francisco, CA	7/28/2023	No	No
+	2	GILDERSLEEVE ELECTRIC INC.	Oakland, CA	7/27/2023	No	No
+	No Bid	K AND P ELECTRIC	San Francisco, CA	7/27/2023	Yes	No



## 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. You will also receive a confirmation email.

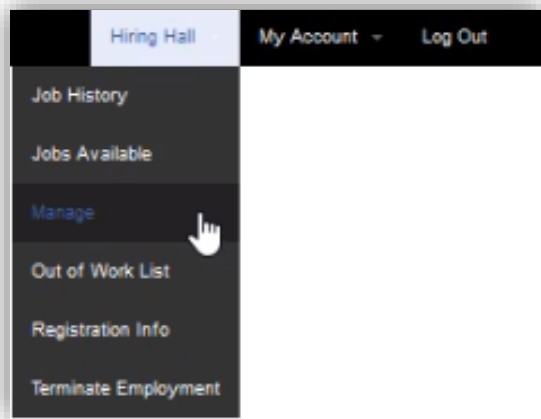


**Roll Call starts at 4:00 pm after online viewing/bidding closes at 4pm. You will be notified via email , if you are selected or not, if selected you must come to the referral office in person to pick up your job assignment by 7:30am the next business day. Make sure we have your current email address on file under My Account screen. Bring two forms of ID per the Federal I9 Requirements for hiring, and any other required documents (state cert card, etc).**

### Hiring Hall – Manage

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

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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.

A screenshot of the 'Active Registrations' and 'Qualified Books' section. The 'Active Registrations' section shows a table with one entry: 'Test Book - Journeyman'. A red 'Deactivate' button is visible next to the entry. The table contains the following data:

Active Registrations	
<b>Deactivate</b>	<b>Test Book - Journeyman</b>
Active Position #	3
Registration Number	84
Registration Date	07/06/2023 14:37
Strikes	0

The 'Qualified Books' section shows a red 'Register' button next to the entry: 'SOUND AND COMM - Sound Comm - 4'.

## Member Services Portal Instructions

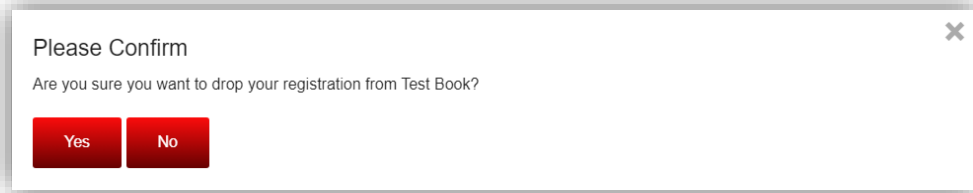
3. To deactivate a current registration, select the 'Deactivate' button for the book that you would like to be removed from.

Active Registrations

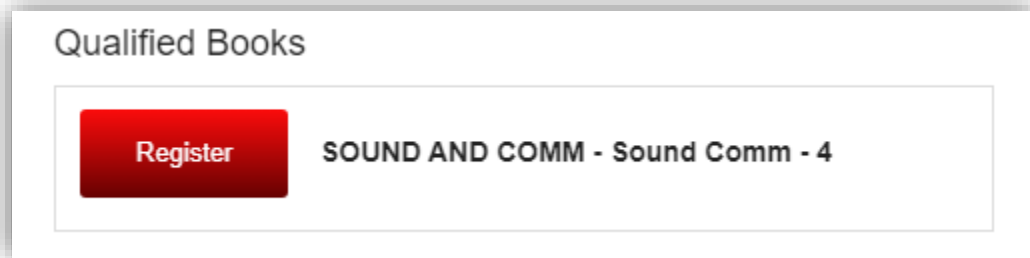
<b>Deactivate</b>	<b>Test Book - Journeyman</b>
Active Position #	3
Registration Number	84
Registration Date	07/06/2023 14:37
Strikes	0

## 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.



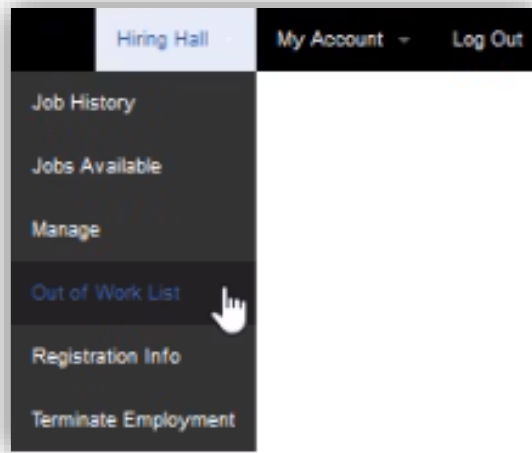
6. When you select the 'Register' button, you will get a confirmation pop-up message. If you wish to proceed with adding yourself to that book, select 'Yes'. If you do not wish to proceed, select 'No'.



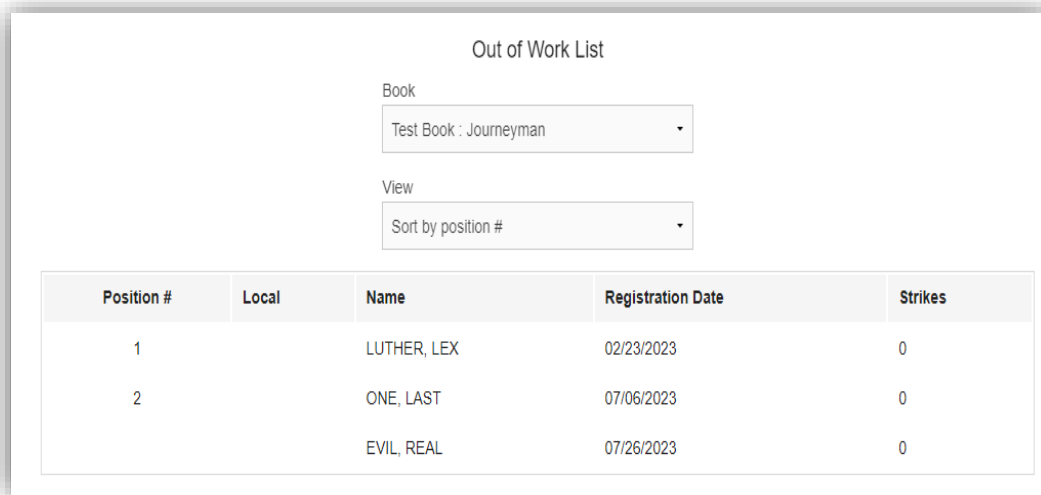
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## Hiring Hall – Out of Work List

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.

A screenshot of the 'Out of Work List' page. At the top center is the title 'Out of Work List'. Below the title are two filter sections. The first is labeled 'Book' and has a dropdown menu showing 'Test Book : Journeyman'. The second is labeled 'View' and has a dropdown menu showing 'Sort by position #'. Below the filters is a table with five columns: 'Position #', 'Local', 'Name', 'Registration Date', and 'Strikes'. The table contains three rows of data.

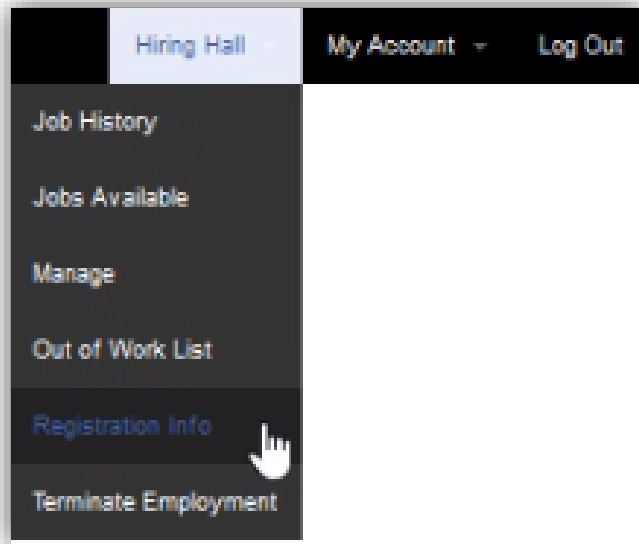
Position #	Local	Name	Registration Date	Strikes
1		LUTHER, LEX	02/23/2023	0
2		ONE, LAST	07/06/2023	0
		EVIL, REAL	07/26/2023	0

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.

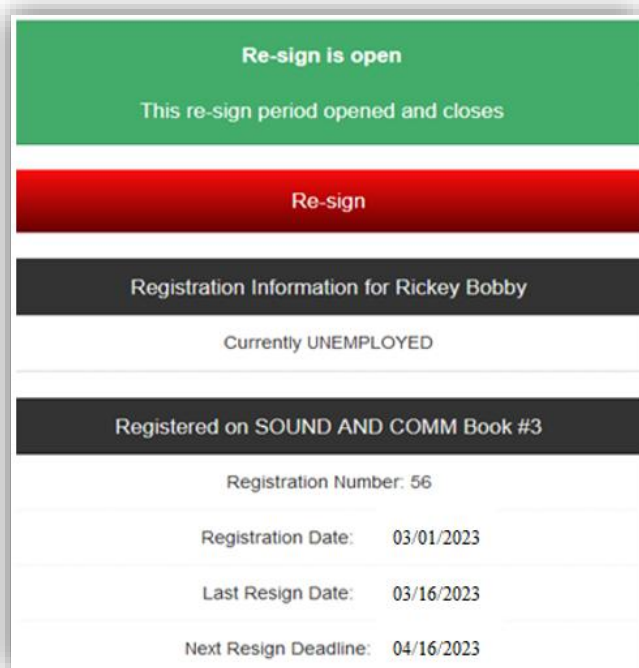
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## Hiring Hall – Registration Info

1. Under the 'Hiring Hall' menu, select the 'Registration Info' option. On the Registration Info page, you can Re-sign (available between the Midnight of the 10<sup>th</sup> through 5pm on the 16<sup>th</sup> of the month, or the next business day at 5pm), and view your current registration(s) information.

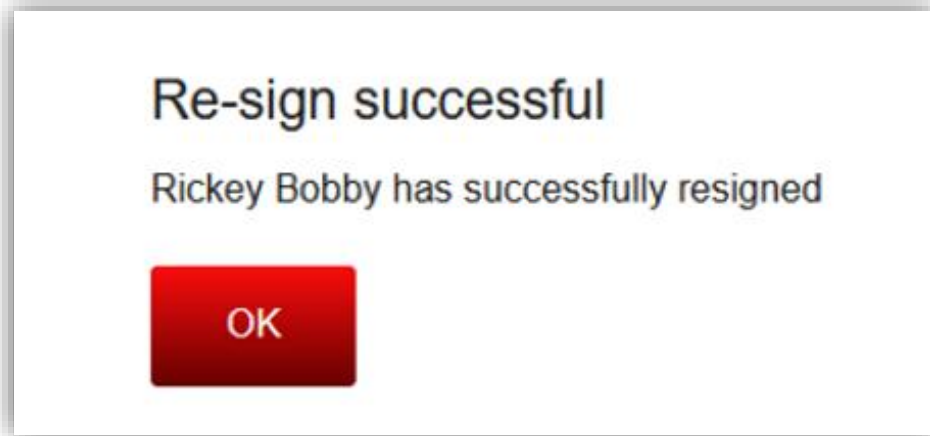


2. When the resign period is open, you will see the option to resign; select the 'Re-sign' button.

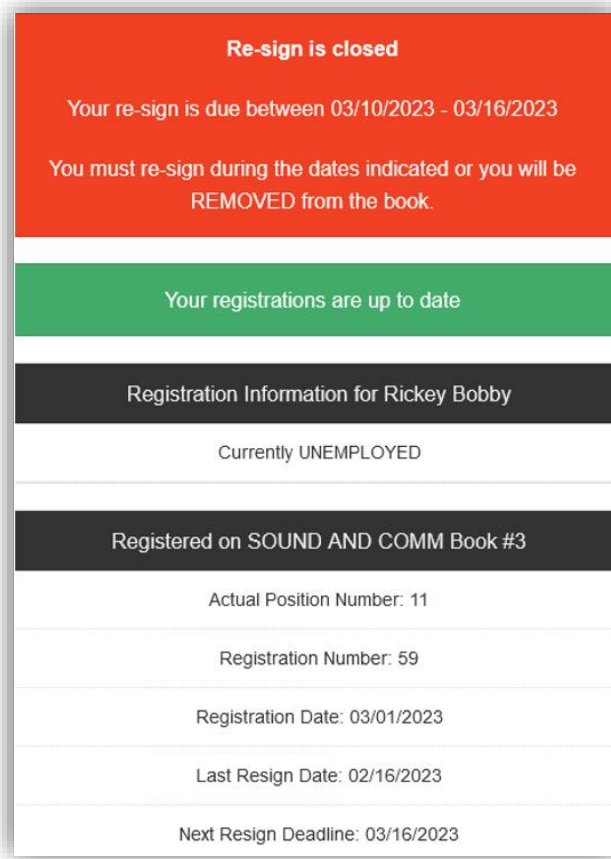


## Member Services Portal Instructions

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



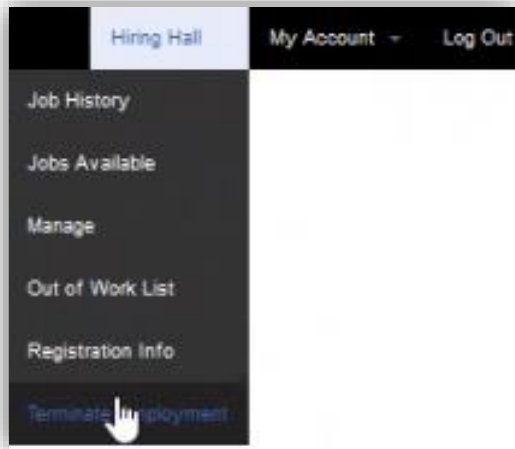
4. If resign is closed, the option to resign will not be available, and you'll need to return to the Member Services Portal during the open resign period between the 10th – 16th of the month.



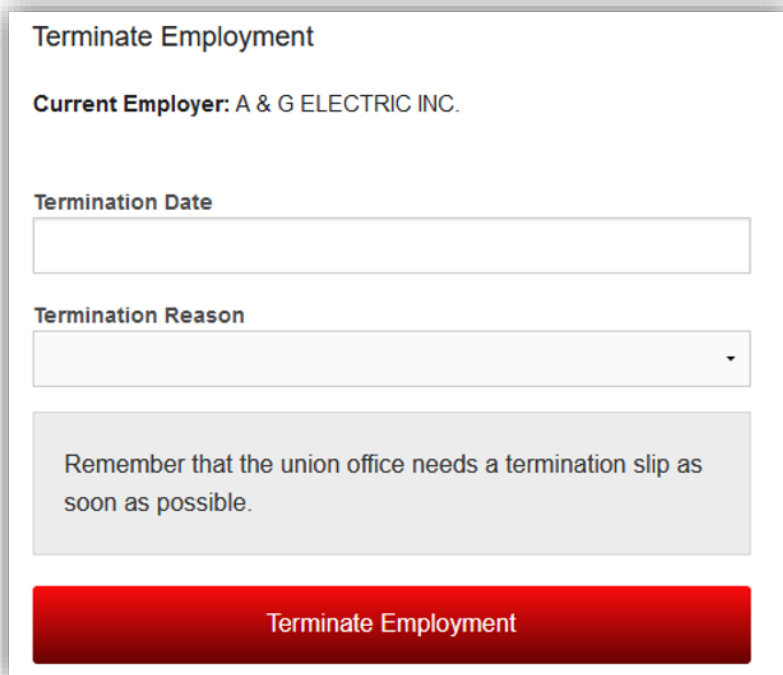
# Member Services Portal Instructions

## 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.



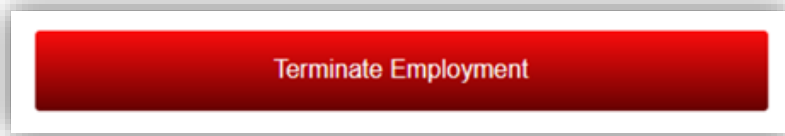
2. To terminate your employment, select the 'Termination Date' to the date your employment ended, and then select the 'Termination Reason' field and select the value that best represents the reason for your termination.

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 displays 'Current Employer: A & G ELECTRIC INC.'. There are two main input fields: 'Termination Date' with an empty text box, and 'Termination Reason' with 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.



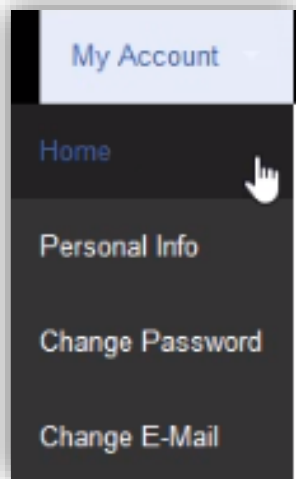
## Member Services Portal Instructions

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.

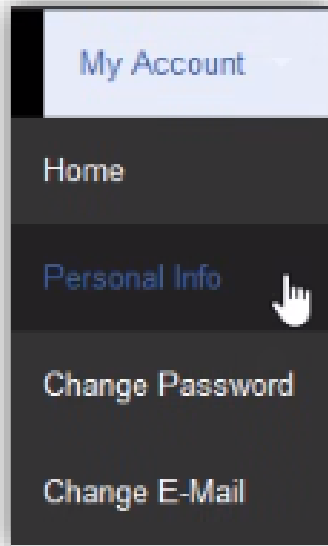


2. On the 'Home' page, you will see any current announcements.

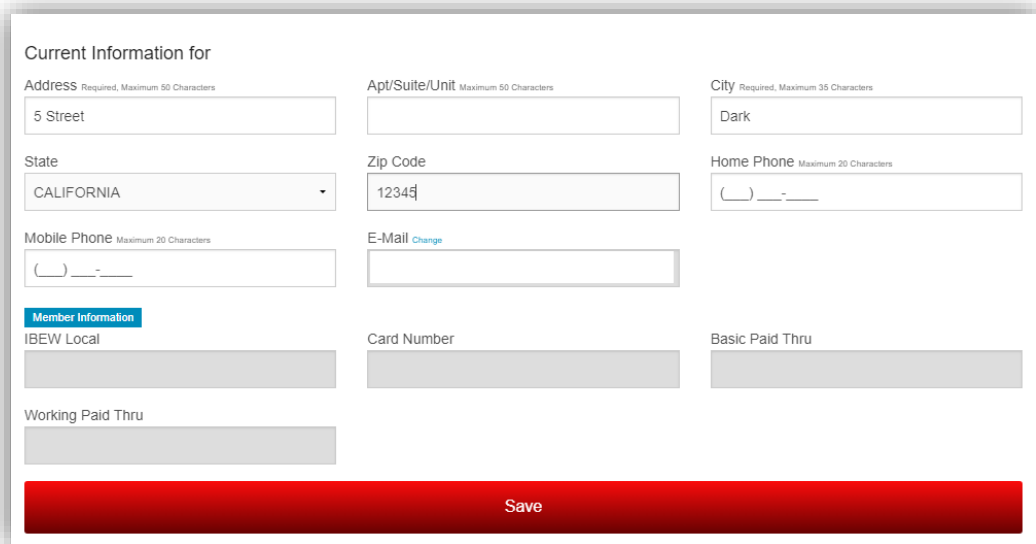
# Member Services Portal Instructions

## My Account – Personal Info

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



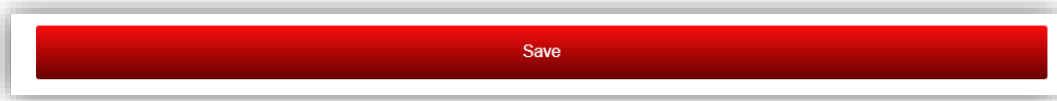
2. The 'Personal Info' page will display with some of your personal information. Most fields on this page are editable. The only fields not editable on this page are: IBEW Local, Card Number, Basic Paid Thru, and Working Paid Thru

A screenshot of a web form titled 'Current Information for'. The form is organized into several sections. The first section contains fields for 'Address' (with a sub-label 'Required, Maximum 50 Characters' and the value '5 Street'), 'Apt/Suite/Unit' (with a sub-label 'Maximum 50 Characters'), and 'City' (with a sub-label 'Required, Maximum 35 Characters' and the value 'Dark'). The second section contains 'State' (a dropdown menu with 'CALIFORNIA' selected), 'Zip Code' (with the value '12345'), and 'Home Phone' (with a sub-label 'Maximum 20 Characters' and a placeholder '( ) - -'). The third section contains 'Mobile Phone' (with a sub-label 'Maximum 20 Characters' and a placeholder '( ) - -') and 'E-Mail' (with a sub-label 'Change' and a placeholder). The fourth section, titled 'Member Information', contains four fields: 'IBEW Local', 'Card Number', 'Basic Paid Thru', and 'Working Paid Thru', all of which are currently greyed out. At the bottom of the form is a prominent red button labeled 'Save'.

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

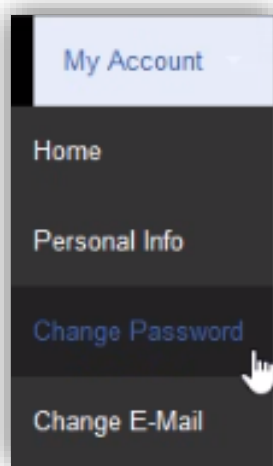
## Member Services Portal Instructions

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

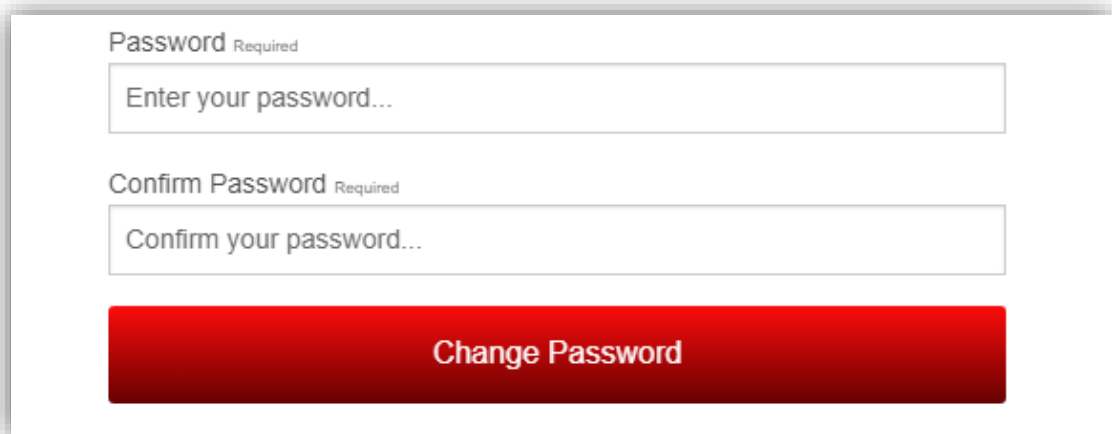


### My Account – Change Password

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'.

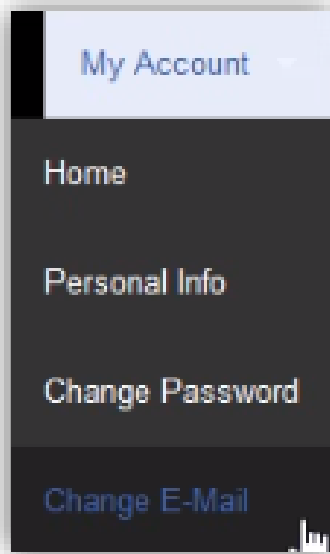


Important: Your new password MUST be a minimum of 8 characters that consists of at least (2) letters and (2) numerals.

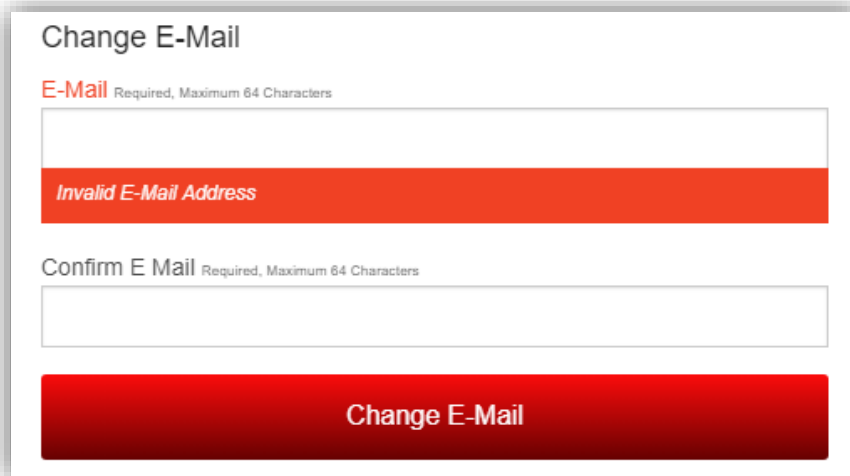
# Member Services Portal Instructions

## 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 white text that says 'Change E-Mail'.