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.

Member Services Portal Instructions

Table of Contents

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: 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
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.

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.
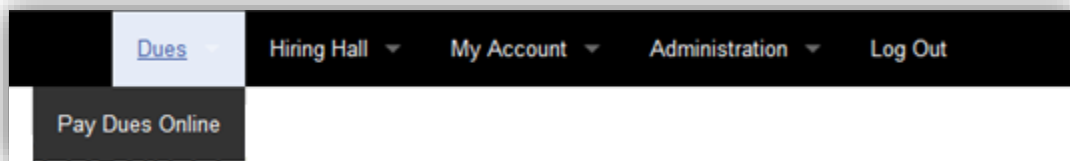
Member Services Portal Instructions

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.

LaborPower [4+]
Working Systems, Inc.
★★★★★ 2.7 • 9 Ratings
Free

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.
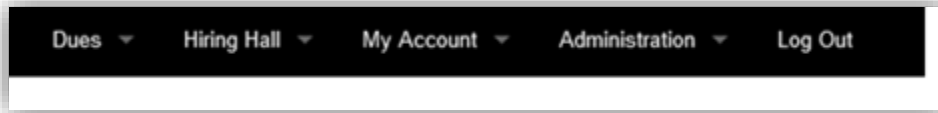
Dues Menu:

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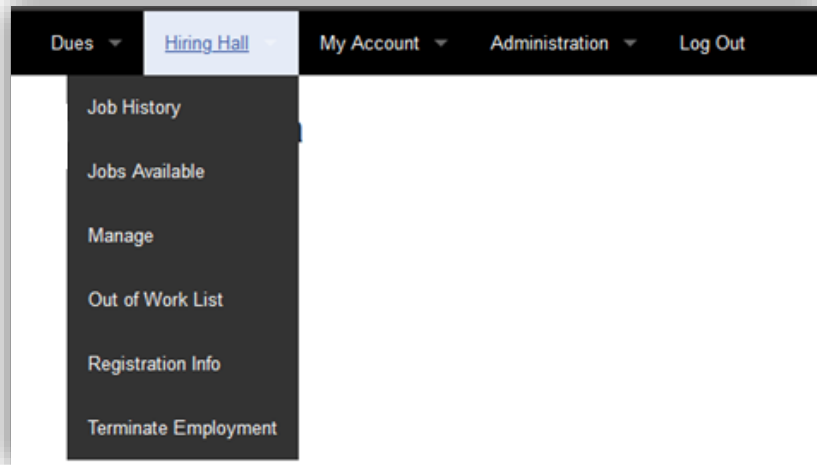
Job History: This section provides your recorded Local 6 job history

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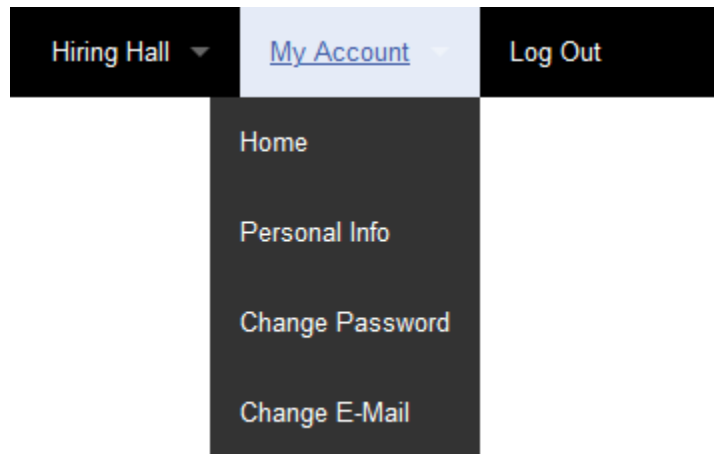
Home: This section will provide you with current and future announcements from your Local Union.

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
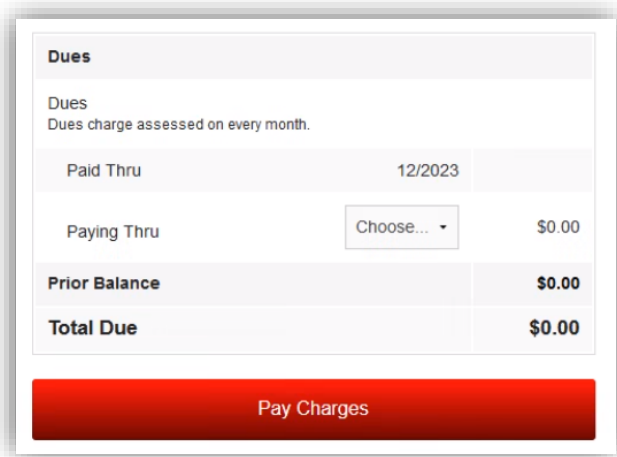
Step by Step Guide

Dues – Pay Dues Online (local members only)

1. Under the 'Dues' menu, select the 'Pay Dues Online' option.
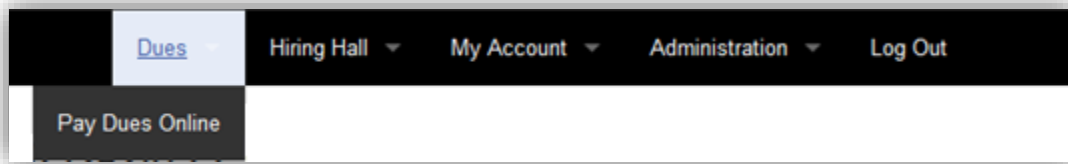
2. When the page loads, you will see your current paid thru date, and the system will tell you if you have any amount due. It will also allow you to pay future charges.
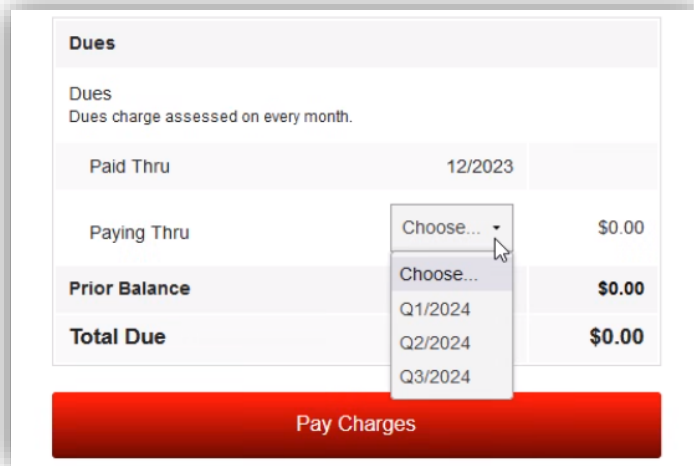
3. Use the 'Choose' dropdown field to select the paid thru quarter you'd like to pay.
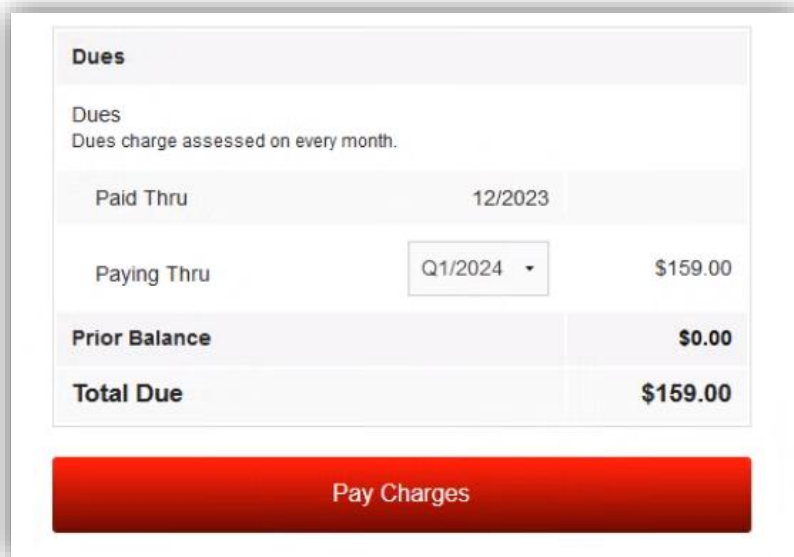
4. Once you have selected the pay thru quarter you want to pay, the 'Total Due' amount will update to reflect the current charges you will be paying.

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

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

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

8. After you have entered all your required information, select the 'Next' button.
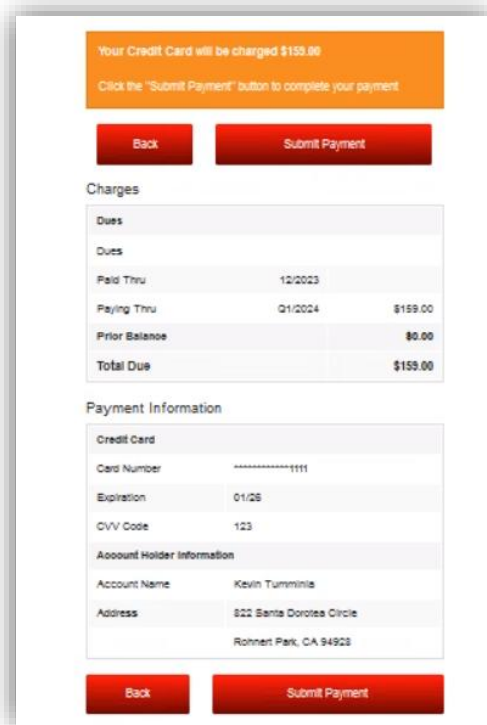
9. You will now be on the payment page where you can submit your payment for processing. The page provides you with a summary of the charges you are paying and the total amount that will be charge to your debit/credit card.

10. 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

changes needed to correct the payment information.
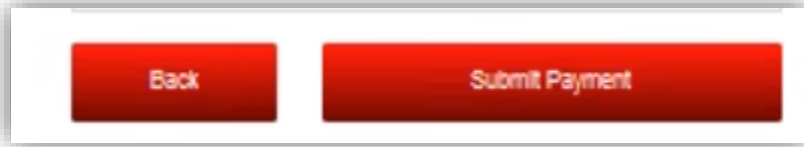
11. Once you submit the payment, you will receive a pop-up message that tells you 'Payment Accepted'.
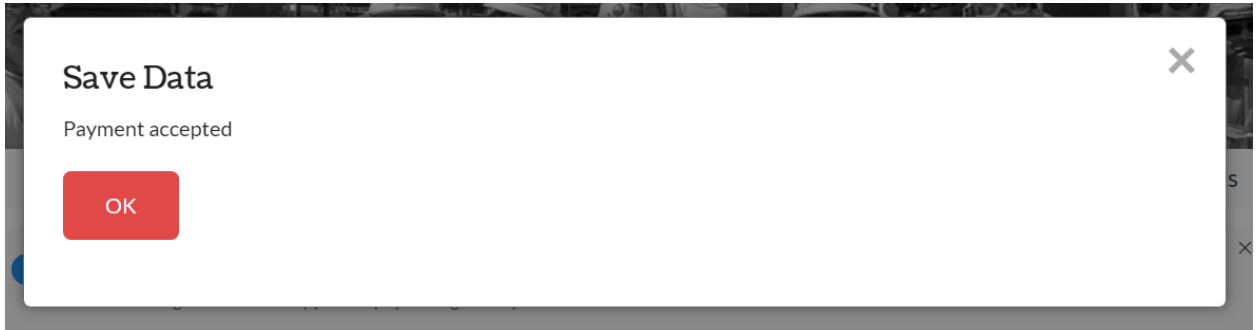
12. Select the 'OK' button to clear the pop-up message.

Hiring Hall – Job History

1. Under the 'Hiring Hall' menu, select the 'Job History' option.
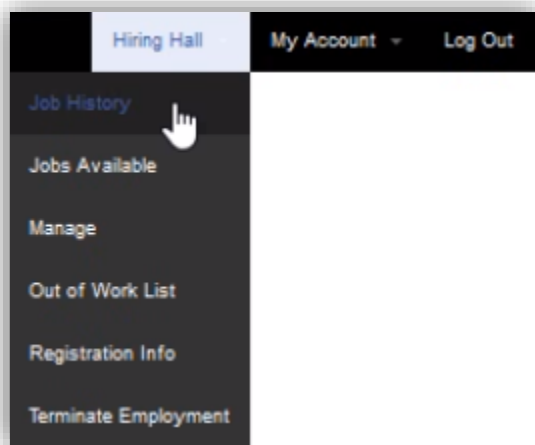
Member Services Portal Instructions

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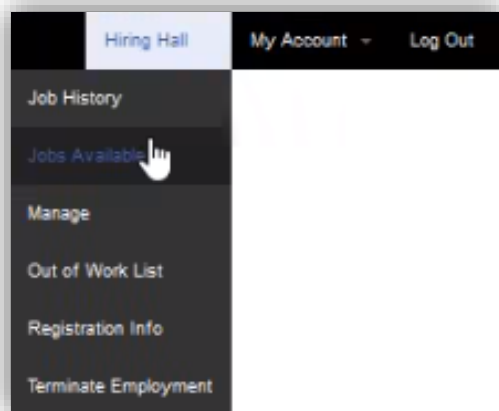
2. When the page loads, you will see all jobs that are available. Important: Only jobs on the book(s) you are registered to will be biddable.

3. 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.
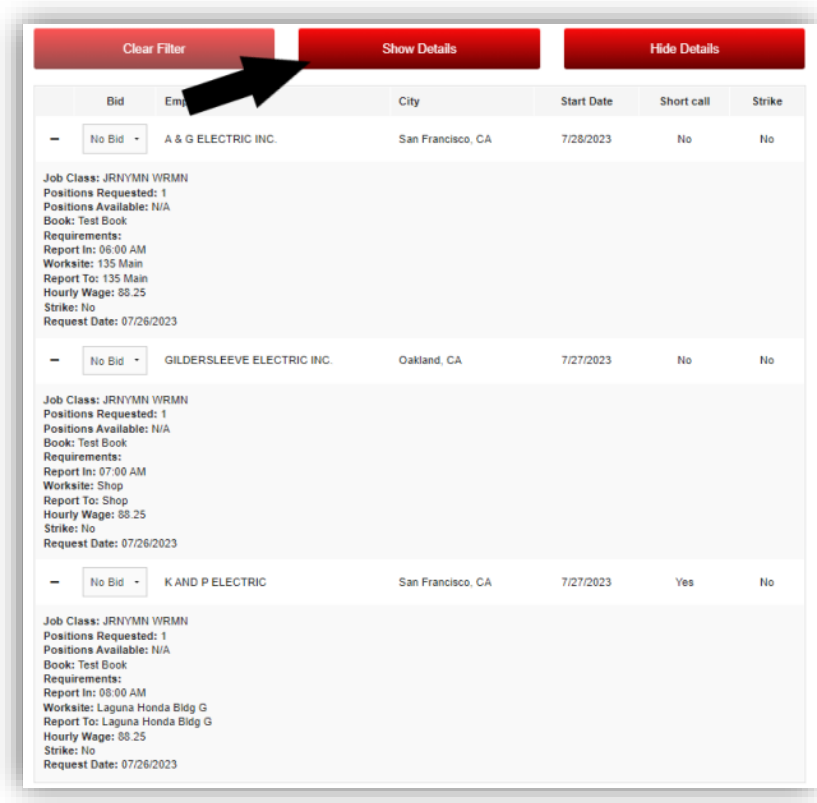
4. Each job has details that provides information on the worksite location, the number of positions that are available, the hourly wage, and other specifics about the job. To see the details on **all** the available jobs, select the 'Show Details' button.

5. To see details for a specific job, use the '+' button next to the job you want to see details for.
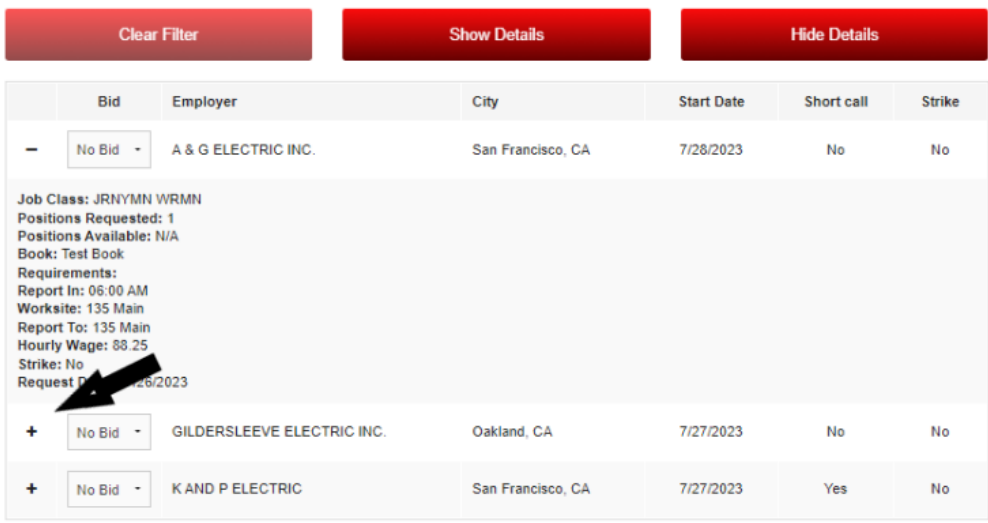
6. To hide details for **all** jobs, select the 'Hide Details' button.

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.

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.
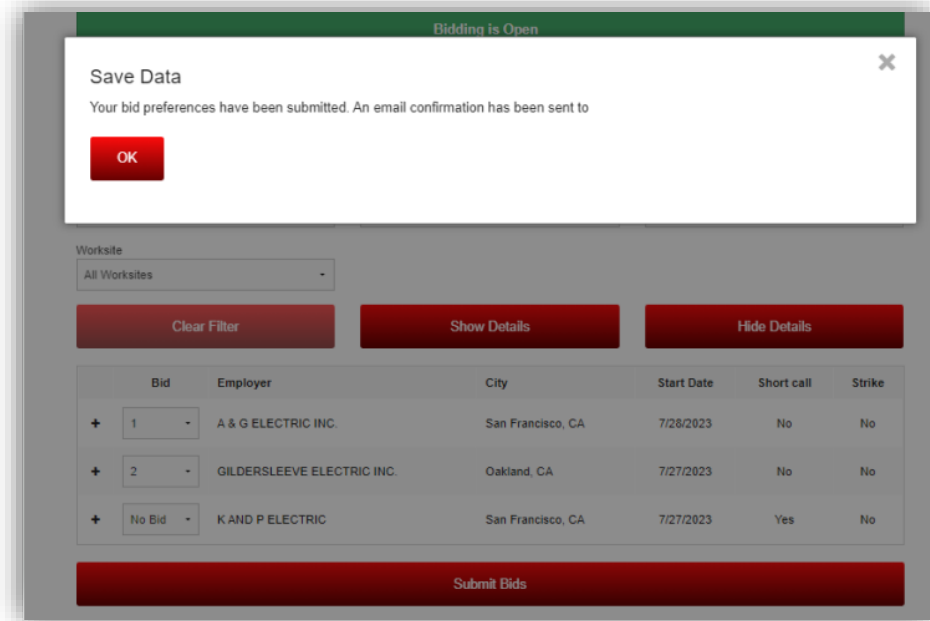

Roll Call starts at 4:00 pm after online viewing/bidding closes at 4pm. You will be notified via email , if you are selected or not, if selected you must come to the referral office in person to pick up your job assignment by 7:30am the next business day. Make sure we have your current email address 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.

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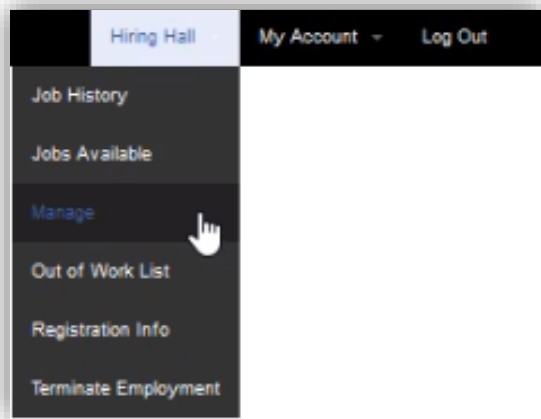
2. On this page you can register to a qualified book, or you can deactivate a current registration to remove yourself from a qualified book.

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

Active Registrations

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

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'.

Please Confirm ✕

Are you sure you want to drop your registration from Test Book?

[Yes] [No]
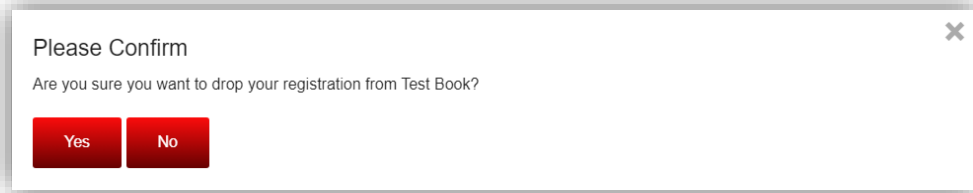
5. To register to a book you are qualified for, select the 'Register' button for the book that you would like to register to.
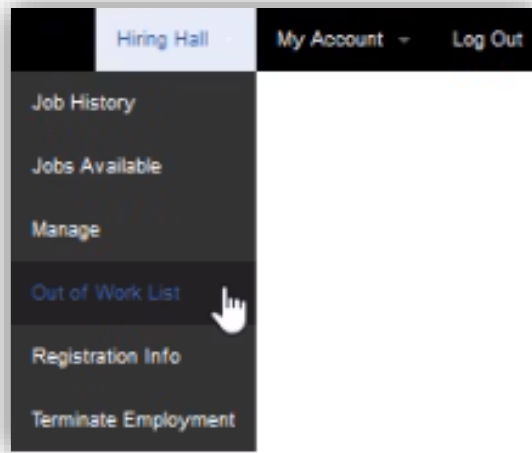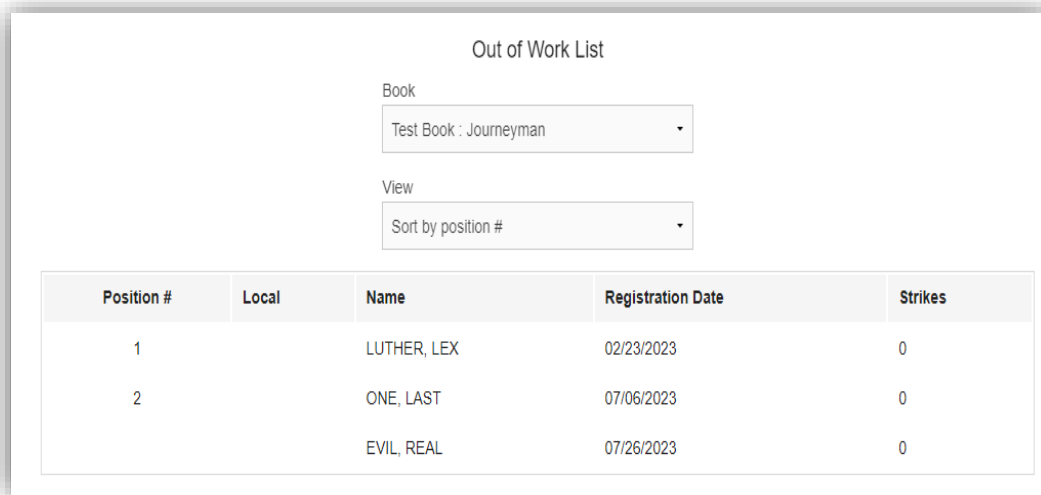
Qualified Books

[Register] SOUND AND COMM - Sound Comm - 4
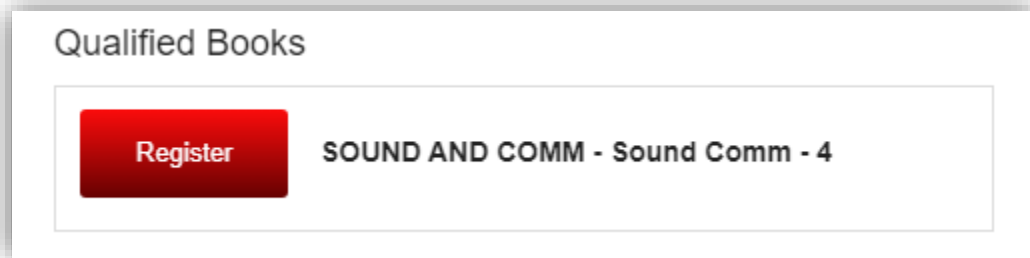
6. When you select the 'Register' button, you will get a confirmation pop-up message. If you wish to proceed with adding yourself to that book, select 'Yes'. If you do not wish to proceed, select 'No'.

Please Confirm ✕

Are you sure you want to register to Test Book?

[Yes] [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.

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.
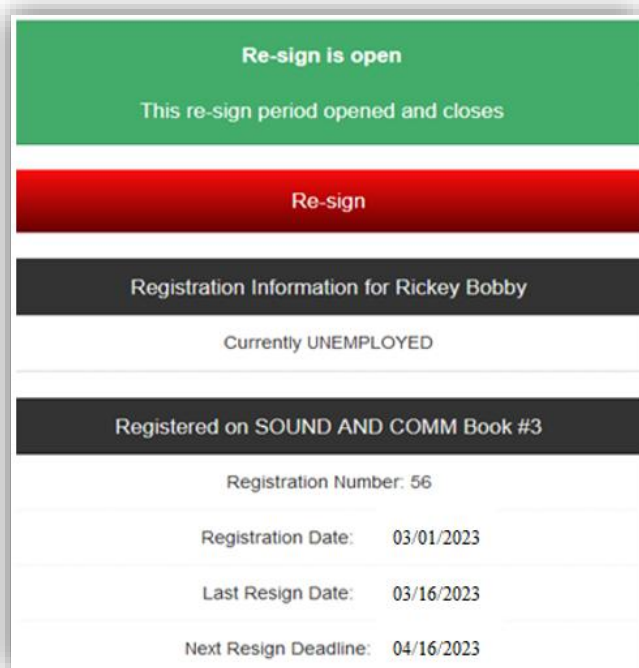
Member Services Portal Instructions

Hiring Hall – Registration Info

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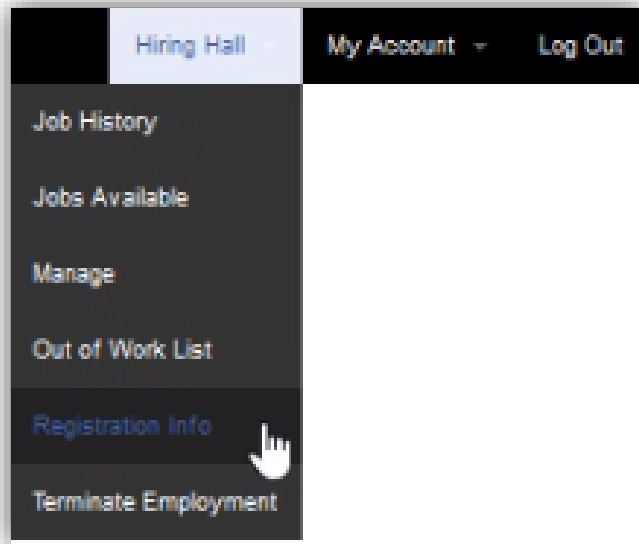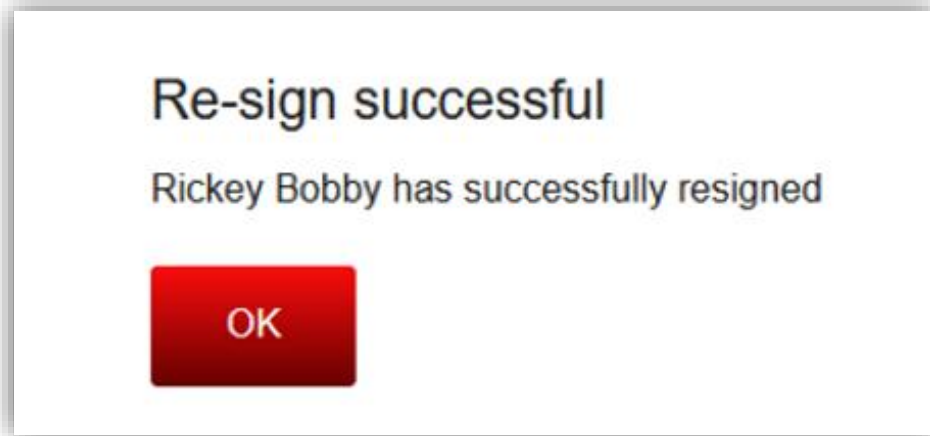

2. When the resign period is open, you will see the option to resign; select the 'Re-sign' button.

3. After you have resigned, you will received 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.
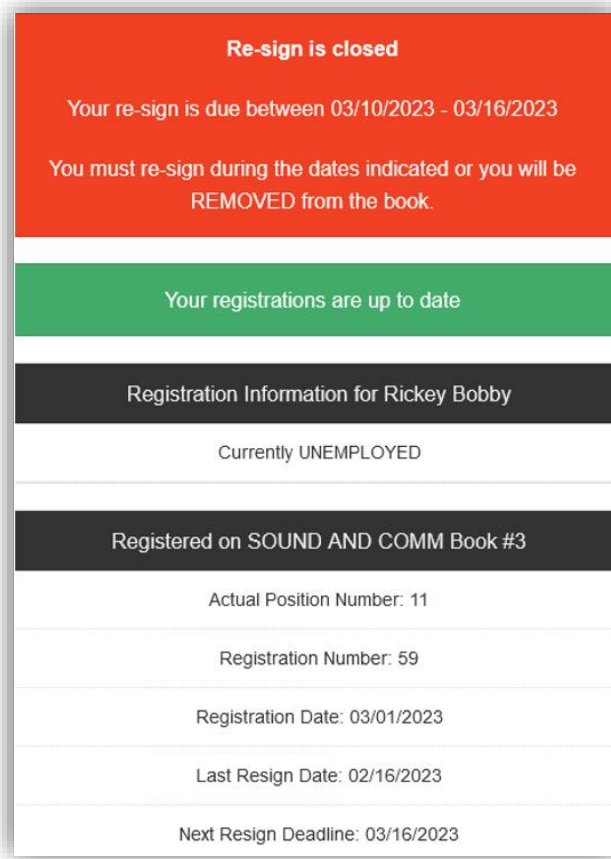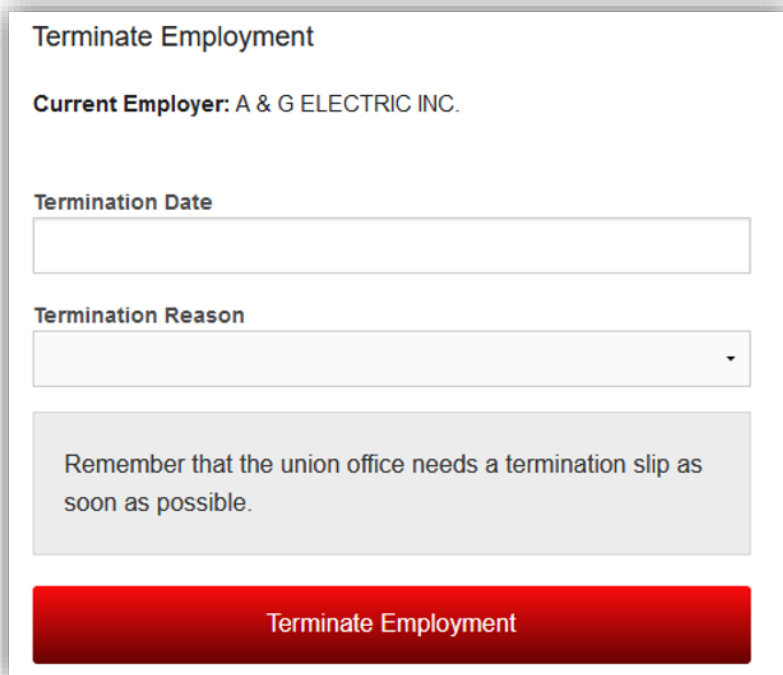
Member Services Portal Instructions

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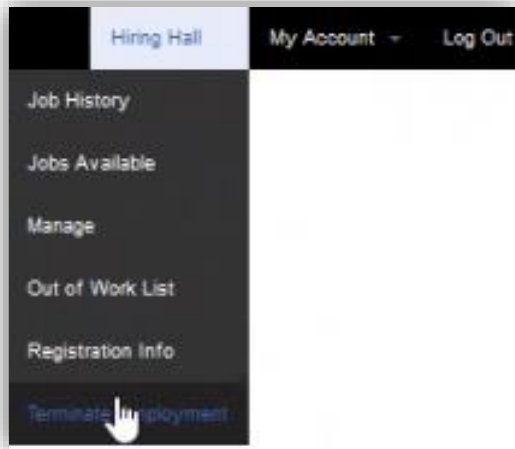
2. To terminate your employment, select the 'Termination Date' to the date your employment ended, and then select the 'Termination Reason' field and select the value that best represents the reason for your termination.

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.
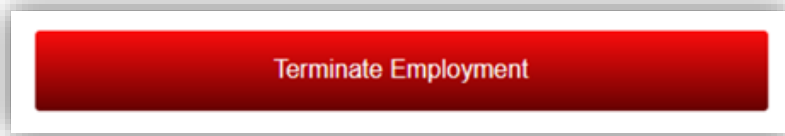
My Account – Home

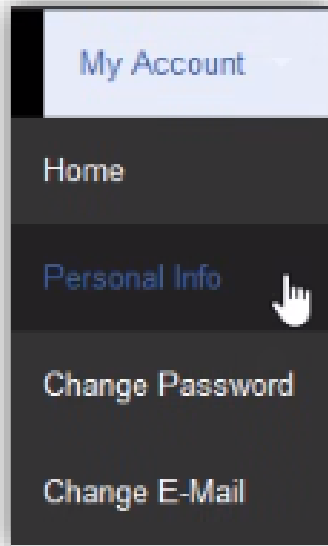1. Under the 'My Account' menu, select the 'Home' option.
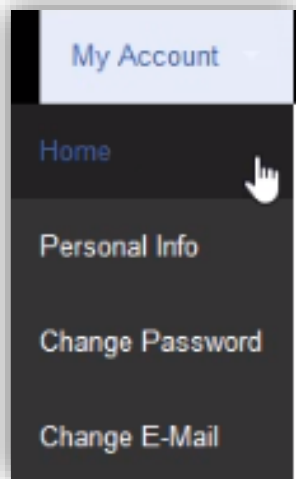
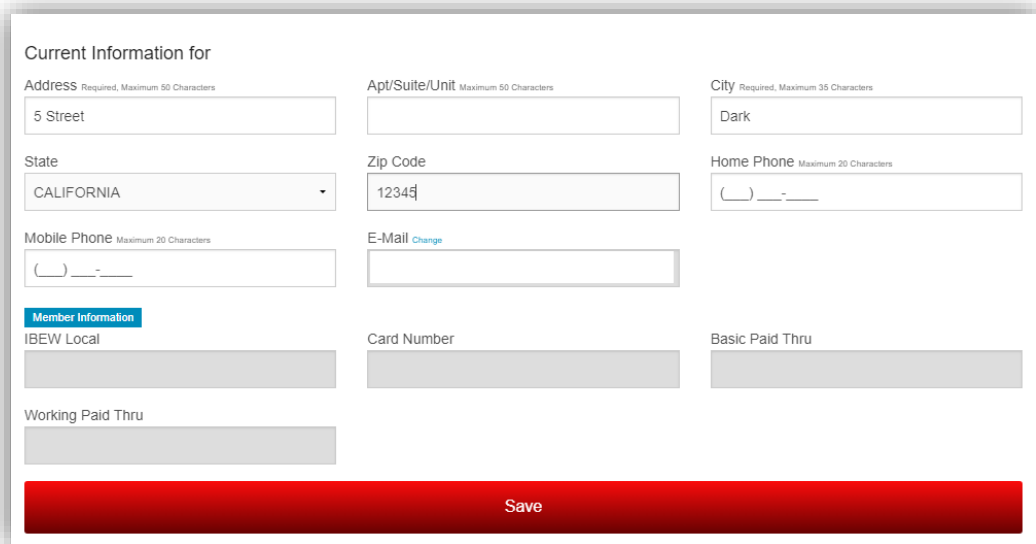2. On the 'Home' page, you will see any current announcements.

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

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

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

Save
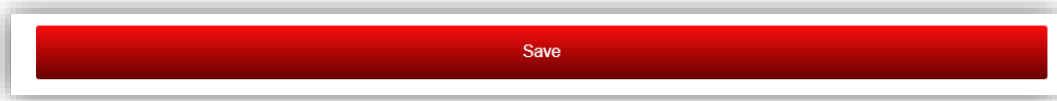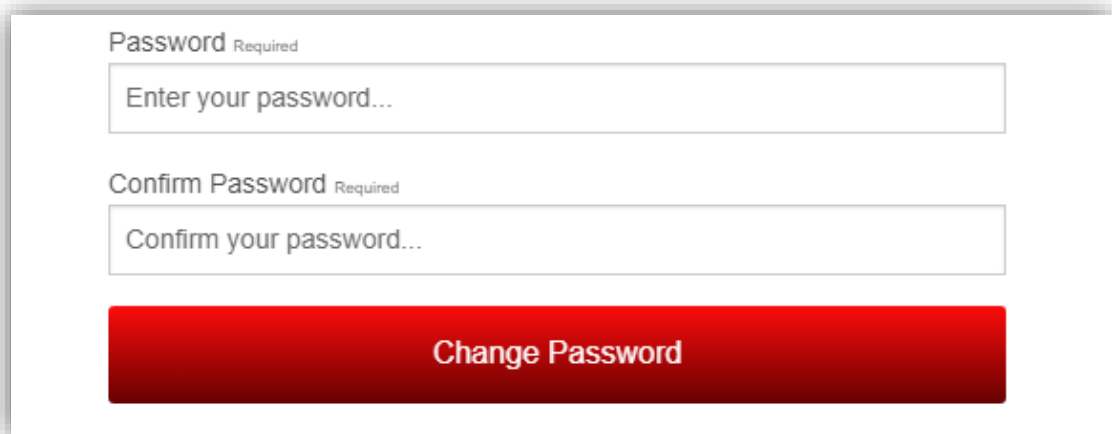
My Account – Change Password

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

My Account

Home

Personal Info

Change Password

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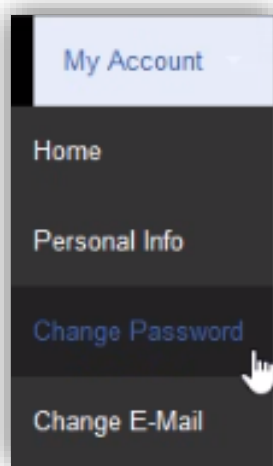
2. To change your password, you must meet the minimum password requirements.
3. Set the 'Password' field and the 'Confirm Password' field to the same value and select 'Change Password'.

Password Required

Enter your password...

Confirm Password Required

Confirm your password...

Change Password

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

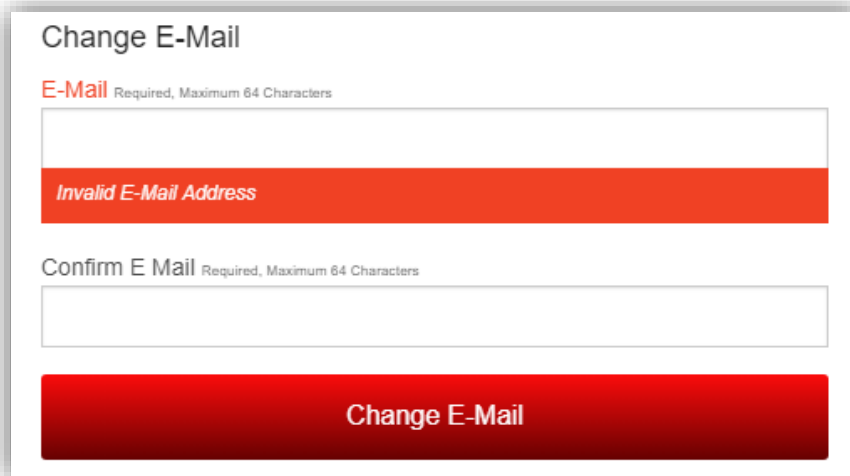My Account – Change E-mail

1. Under the 'My Account' menu, select the 'Change Email' option.
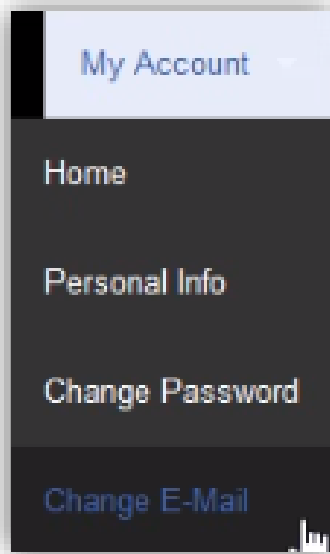
2. To change your email, set the 'E-mail' field and the 'Confirm E Mail' field to the same value and select 'Change E-Mail' button.