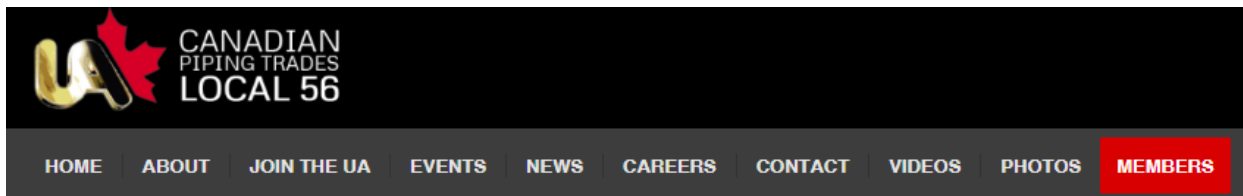


UA Local 56 Member's Portal

We now have a new addition to our website that allows members to perform functions online, instead of having to contact the office. This includes: updating your information, signing up for training courses, downloading and emailing certifications and documents, and paying dues (coming soon). **PLEASE NOTE – due to privacy laws, those members who have credit card numbers on file, we will no longer be automatically charging your card for dues on a monthly basis. You can sign up for automatic EFT, or go online to pay your dues by credit card.**

To access this portal, please go to our website – www.ualocal56.ca and click on “Members” (highlighted in red).



The main page will give you an overview of what the portal can do, who is celebrating a birthday, and upcoming courses. If you want access to any of these functions, you need to sign in (located at the top right of the screen). Please click on the following button:

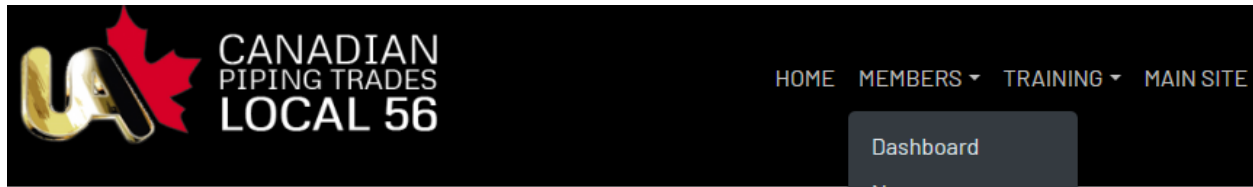


If this is the first time you are signing in, you will need to activate your account:



Activating your account will allow you to choose a password. Please do not share your password with anyone.

MEMBERS TAB



Member Profile

Your Profile

You are now able to access any of the following categories:

Dashboard – will list important notices.

News – list of recreation events and any other news.

Password Change – if you so require.

Member Profile – lists your contact information. Click on the “Contact Info” tab to make any changes. Be sure to click on the “Update Contact Info” box when completed. The “Course Transcript” and “Documents” tabs allows you to print or email any of the documentation listed.

Pay Dues – You can now pay your dues online using a credit card!

Benefit Plans – links to download any benefit plan form.

Pension Plans – links to download any pension plan form.

TRAINING TAB



You are now able to see all courses that UA Local 56 offers.

Course List - States each course that is available or being offered, who is eligible, and the dates and total hours of the course. The “Course Info” box on the right will give you more information:

COURSE INFO

In the Course Info tab, you will get specific information like the class date and times, the instructor, the location etc. You are also able to sign up for the course (located at the bottom left of the page):

SIGN UP

Course Calendar – gives a monthly overview of what courses are being offered.

If you have any questions, please reach out to Tammy (members tab) – tburton@local56.ca or Greg (Training tab) – training@local56.ca.