



Manage Your Account

Manage job calls, view messages,
and more.


On the home screen of your account, choose


←-----Manage Your Account

ACCOUNT MENU

 **Account Overview**

 Account Information

 Messages

 Job History

 Bidding History

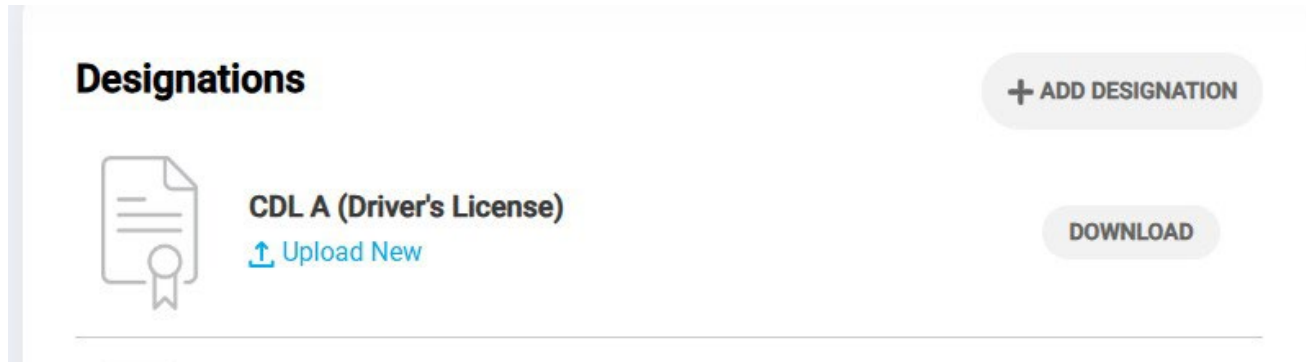
 Designations

Then click on

←-----Designations (Certifications)

NOTE: You may submit documents two ways:

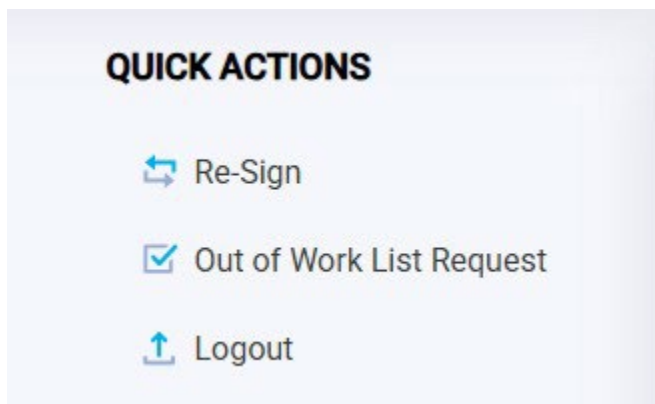
(1) Click Below To Add Documents



- Alternatively, you may choose to upload and submit documents when you request to be on the Out of Work List
- **If you are not a Local 1393 member,** you are required to submit a copy of your current dues receipt
- Everyone is required to submit a copy of a valid Photo ID
 - If you have a CDL A or CDL B it will need to be submitted and approved
 - If a job call has a requirement for a CDL A or CDL B on it, the system requires you to have this document on file in order to submit a bid
- Your document submissions will be reviewed by Admin and approved if they meet the correct criteria

YOU MUST REQUEST TO SIGN THE BOOKS!

- Please note that “Re-Sign” is not a book sign request! That is to renew your name only.



←-----Sign the books here

If you are having issues navigating, there are multiple ways to read about the system

- Please visit the “How it Works” section for a system overview
- Inside the “Resources” section there is a screenshot tutorial and a Q&A sheet