

**IBEW LOCAL 1393  
UNION WORX BID SYSTEM  
Q&A**

**REGISTRATION & ACCOUNTS**

**NOTE:** This Q&A is for help with the June 30, 2025 launch of the new bid system using “Union Worx” online Dispatch software. The Union Worx system will not be active for book sign requests, renewals/re-signs or call outs until June 30, 2025.

**How do I sign up for an account?**

**Answer:** All Local 1393 members who were initiated by May 14, 2025, will be set up for an account for the June 30, 2025 launch of Union Worx.

Members who initiate after this data transfer date of May 14, 2025 will need to set up an account in order to sign our Out of Work List books and bid on calls.

Account setup can be done on a computer or tablet <https://ibew1393.unionworx.cloud/> or you can download the Unions Worx Mobile APP for your account. A scannable QR code for the APP is on the last page of this Q&A for your convenience.

**Can I still sign the books in person after the hall starts using Union Worx?**

**Answer:** No. All current IBEW members must use the Union Worx software, either through the online desktop version through a computer or tablet (<https://ibew1393.unionworx.cloud/>); you may use the Union Worx mobile APP to submit a book sign request. The mobile APP can be downloaded through the Apple or Google Play stores.

**How do I sign your books and bid on available jobs if I don't have a Union Worx account?**

**Answer:** *A Union Worx account is required in order to use the Local 1393 bid system. Without an active account you will not be able to sign our Out of Work List books and bid on job calls.*

**Can I sign the books if I am not an IBEW member anywhere?**

**Answer:** All non-IBEW Applicants must come into the hall to complete a new membership application packet prior to being eligible for placement on the Out of Work List books. Once your new membership application packet is complete, you will be directed to create a new Union Worx account to complete your book sign. If you do not create that account and submit a book sign request you will not be placed on the books.

**If I sign up on the APP, can I still use the online desktop version?**

**Answer:** Yes, the online desktop version and the Union Worx mobile APP are interchangeable. You will just need to log in using your email and password.

**Does the Union Worx APP replace the Unions Get It APP?**

**Answer: No.** The Union Worx Mobile APP is for Dispatch & Referral only.

**What if I don't have a cell phone?**

**Answer:** If you do not have a cell phone, you can easily utilize the online desktop version from a computer or tablet. <https://ibew1393.unionworx.cloud/>

**What if I have a flip phone?**

**Answer:** If you have a flip phone, you will be required to use the online desktop version of Union Worx through a computer or tablet.

**Can I update my personal information on the Union Worx App or the Unions Get It App?**

**Answer:** Personal information updates should be submitted through the hall's Unions Get It App or by logging into the website and submitting a contact update form. If you change your personal information in your Union Worx account, it will not be transferred to our main database that is linked to your hall account.

**What if I lose access to the email used to sign up or forget password?**

**Answer:** If you know you have an account but are locked out for any reason, **DO NOT CREATE A SECOND ACCOUNT!** Contact the hall for assistance at 317-791-1362 during business hours: 8:00 a.m.to 4:30 p.m. Monday through Friday.

**How do I see what designations (certifications) are on my profile?**

**Answer:** From the home screen of your account scroll to and click on "Designations". This will allow you to view and update any designations on your account.

**Can I delete designations (certifications) from my profile?**

**Answer:** No. Only Administrators may delete your designations. You can request designation deletions by submitting an e-mail request to: [bidhelp@ibewlocal1393.com](mailto:bidhelp@ibewlocal1393.com)

**What happens if one of my designations (certifications) has expired?**

**Answer:** If you have a designation that has expired, you can update that by uploading a new designation directly into your Union Worx account. The bid system will not allow you to place bids for calls that have certification requirements if your certification is expired.

**Can I still e-mail my documents to Dispatch to upload for me?**

**Answer:** No. The Union Worx dispatch system allows users to upload documents from their phone or computer/tablet directly to their account.

**If I am from another IBEW Local, do I need to have my hall send a Letter of Good Standing?**

**Answer:** No. Local 1393 does not accept Letters of Good Standing. All Travelers from other IBEW Locals must register for an account, upload their dues receipt and photo ID to their account. Once their account and documents have been approved, they may then place an Out of Work List Book sign request.

## **UNION WORX ONLINE BOOKS**

### **I registered for an account. Does that mean I am on the books?**

**Answer:** No. Once your registration has been activated and approved you will need to submit an “Out of Work List Request” using the online desktop version or the Union Worx mobile APP.

***Out of Work List Requests should not be submitted until after the June 30, 2025, launch.***

### **Can I create an account and/or sign the books if I am a Local 1393 member but work for a Utility or REMC?**

**Answer:** No. You must be an outside construction member with an outside construction classification in order to be approved for a Union Worx account and to sign the books.

### **Can I call the hall to be put on the books?**

**Answer:** No. Applicants must request to sign the books using either the online desktop version or the Union Worx mobile APP.

### **Can I see where I am at on the books?**

**Answer:** Yes. With your Union Worx account you can see your Out of Work List book status at anytime by using your Union Worx account under “My Out of Work List Status”.

### **How do I renew/re-sign my name?**

**Answer:** Renewals can be submitted using the online desktop version or the Union Worx mobile APP.

### **When do I renew/re-sign my name?**

**Answer:** All Applicants registered on the Out of Work List books must renew their name between the 10<sup>th</sup> and the 16<sup>th</sup> of each month, regardless of their book sign date.

**Please Note: All renewals/re-signs are due between the 10<sup>th</sup> and the 16<sup>th</sup> of each month, regardless of your book sign date. If you sign the books on August 9, 2025, your renewal/re-sign is due between August 10<sup>th</sup> and August 16<sup>th</sup>.**

### **Can I get a reminder to renew/re-sign my name?**

**Answer:** Yes. The Union Worx software will send a reminder notice when your renew/re-sign is due based on your personal account settings.

### **What happens if I forget to submit my re-sign/renewal?**

**Answer:** If you are on the Out of Work List books and you do not submit a renew/re-sign request between the 10<sup>th</sup> and the 16<sup>th</sup> of the month, you will fall off the books automatically. You must submit your renewal/re-sign timely, regardless of what day you signed the books.

### **Do I have to upload a dues receipt to sign the books?**

**Answer:** ***Local 1393 members DO NOT need to upload dues receipts to sign the books.*** All members of any other IBEW Local are required to submit a copy of a valid dues receipt in order to be registered on the Out of Work List books.

**What happens after I get the 3<sup>rd</sup> ding (strike)?**

**Answer:** Once you receive a 3<sup>rd</sup> ding (strike) your name will be removed from the Out of Work List books. You can place your name back on the books by submitting a book sign request.

**If I fall off the books or am removed from the books, do I have to wait before I can sign them again?**

**Answer:** No. There is no waiting period to sign the books again. If you fall off or are removed under the applicable Referral Rules, you can sign the books at anytime by submitting a new book sign request through your Union Worx online account or via the Union Worx Mobile APP.

**CALLS FOR BID**

**When are calls open for bidding?**

**Answer:** Calls open each day for bidding from 4:30 pm to 8:00 am Monday through Thursday and from 4:30 pm to 8:00 am Friday through Monday.

**How do I know what calls are available to bid on?**

**Answer:** From your account home you can see active open jobs under “Current Job Calls” (with the APP) and from the desktop version under “Job Calls” at the top of the screen.

**Can I change my bid and how do I do that?**

**Answer:** When bidding on multiple jobs, the system allows you to prioritize your bids by number. You can modify your preferences at any time. Note: To change your Priority #1 bid, you must remove all bids and start over.

**Why can't I bid on certain calls?**

**Answer:** Job calls may have specific requirements that eliminate you from bidding. A couple examples:

- Cross-classification bidding is not allowed: Journeyman Substation Techs may not bid on Journeyman Lineman calls.
- Certification Requirements: If a job call requires a CDL A to bid, you must have a non-expired CDL A on your profile

**I see a job that requires a certain certification that I have, but do not have it uploaded. Can I upload and bid right away?**

**Answer:** You may add/update designations at any time through your member account. The Administrator must review and approve the addition or updated certification before it will be updated on your account. Approvals are not instant.

**How do I see open calls that didn't fill through the bid process?**

**Answer:** Click on “Winner Selection” at the top of the APP and that will show you all the calls that went unfilled.

**How do I take an open call that didn't fill through the bid process?**

**Answer:** If you are on the books and you would like to take an open call, you can call Dispatch at: (463) 207-9737 between the hours of 1:00 pm and 3:00 pm to take an open call.

- You may be prompted to leave a message. All calls and voice mails will be time stamped for purposes of open call bidding.
- Repeated calls will result in your bid time being pushed back to the latest time-stamped message.

**How are job bids awarded?**

**Answer:** The Union Worx bid system software has a built in algorithm, which calculates priority book status, book sign date and time, job bid date and time, and job bidding preferences to ensure that the bids are awarded properly. After job bidding closes a winning bid report is generated with job awards.

**How do I know if I won a bid?**

**Answer:** On your member account under "Bidding History" you can check your bidding status. If you have been selected for a call you will see that in your profile. You will also receive a call from Dispatch between 10:00 am and 1:00 pm to verify your acceptance.

**Why did I get a ding/strike?**

**Answer:** Please refer to the Local 1393 Referral Rules.

**What happens after I win a bid?**

**Answer:** Dispatch will call you when bids close, between the hours of 10:00 am and 1:00 pm. Please refer to the Local 1393 Referral Rules for further details.

**How do I get my referral?**

**Answer:** Once you are dispatched, you will receive an electronic referral via e-mail from Dispatch. A copy will also be sent to your employer.

**What if the contractor refuses me?**

**Answer:** If you are refused for employment after being referred you must notify the Dispatcher of the refusal within one (1) business day in order to keep your place on the books.

**I need to sign the books again because my job ended?**

**Answer:** You may submit a sign the books request through your account any time you are not working in this jurisdiction.

**Do I need a termination slip to sign the books?**

**Answer:** Yes. If you have been previously referred to work through Local 1393 you will be required to submit a termination slip from your previous employer within one (1) business day of your book sign request in order to be put on the Out of Work List books. Please review the Local 1393 Referral Rules for more information.

If you cannot obtain a termination slip from your employer, you should contact your Business Agent/Representative.

**Any questions that are not asked and answered here can be directed to:**

***E-mail: [bidhelp@ibewlocal1393.com](mailto:bidhelp@ibewlocal1393.com)***

### **Union Worx Mobile App**



### **IBEW Local 1393 Hiring Hall Referral Rules**

