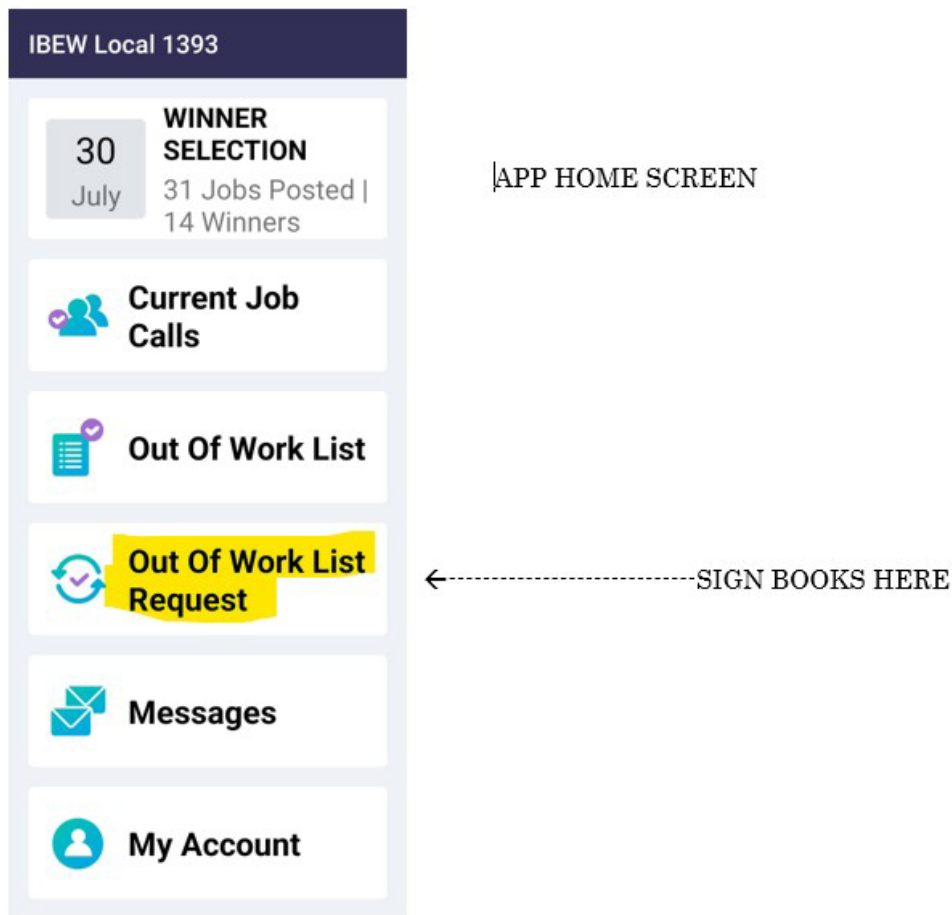


How do I sign the books from the mobile App?

From the mobile App home screen choose “Out of Work List Request”



HELP NOTE: The “re-sign” option is for name renewal only. Renewals are due between the 10<sup>th</sup> and 16<sup>th</sup> of each month.

What documents are required to sign the books?



### Valid Non-Expired Photo ID

Photo ID Options:

CDL A  
CDL B  
Driver's License  
State Issued ID

**HELP NOTE:** The system will allow you to sign the books without a photo ID; however, if a job call requires a CDL A, CDL B, or a driver's license, YOU WILL NOT BE ABLE TO PLACE A BID without that designation on file!

Please be sure your photo ID is on file!

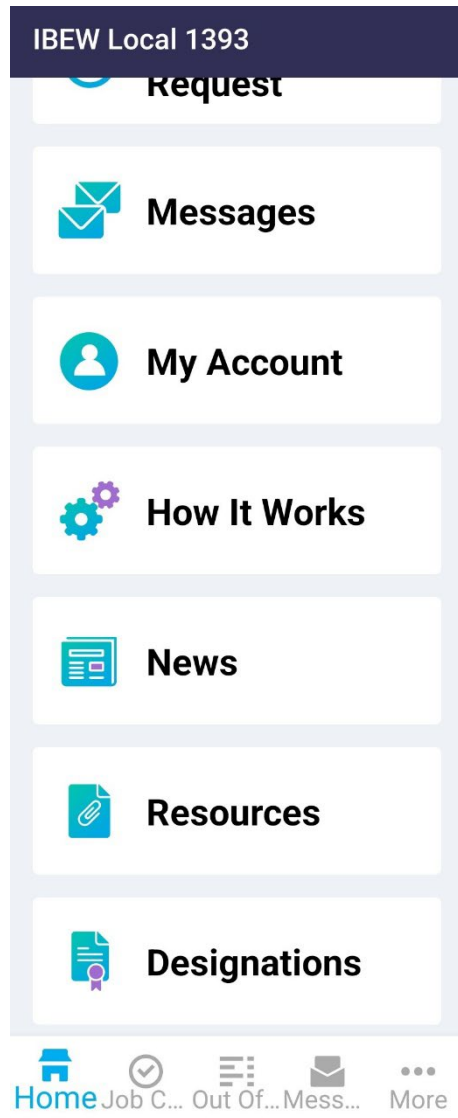
For non-Local 1393 members a current (yellow) dues receipt must be submitted with your book sign - OR - must be uploaded to your account

Dues receipts must show you are a member in good standing

Handwritten dues receipts must be verified by Dispatch before being accepted

**USER HELP:** You may submit your documents with your book sign request or you may upload them to your account

How do I upload documents to my account from the mobile App?



Scroll to the bottom of the App home page

←-----CLICK HERE

←-----CLICK “ + ” TO ADD NEW



**CDL A (Driver's License)**



**Barehand Certified**

←---DESIGNATIONS ON FILE WILL SHOW UP HERE



**Crane Certified**

\*IF YOU DO NOT HAVE ANYTHING ON FILE YET THIS SPACE WILL BE EMPTY



**Dues Receipt (Traveler's Only)**



**H3 Helicopter Certified**

← **New Designation**



SELECT AN IMAGE

←-----CHOOSE IMAGE PHOTO HERE FOR UPLOAD

Select a designation ▼

←-----USE THE PULL DOWN OPTION TO SELECT THE NAME OF THE DESIGNATION YOU ARE UPLOADING



## New Designation

↑ SELECT AN IMAGE

Select a designation

CDL A (Driver's License)

OSHA 10

OSHA 30

H1 Helicopter Certified

Barehand Certified

First Aid/CPR

CDL B (Driver's License)

State ID

Crane Certified

Digger Derrick

Dues Receipt (Traveler's Only)

OSHA ET&D

Drivers License (Operator Lic..

Forklift

License - Back - Restrictions

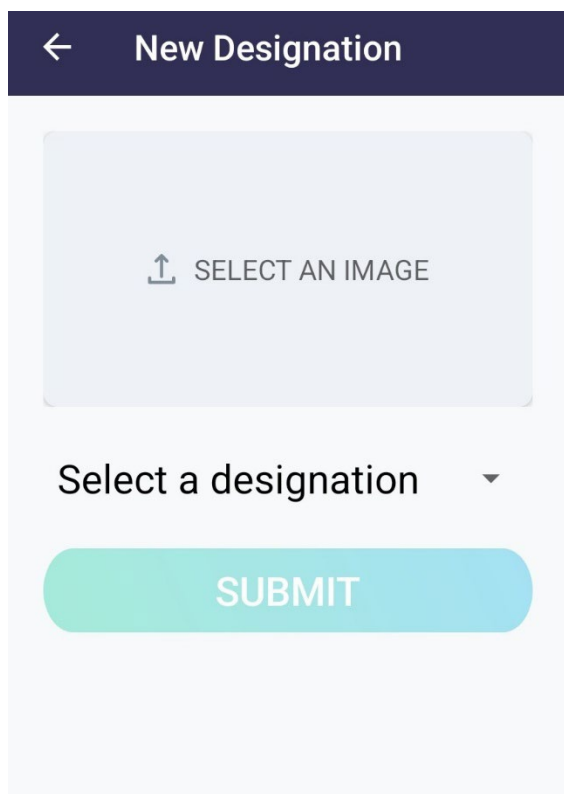
H2 Helicopter Certified

H3 Helicopter Certified

WINCO Helicopter Certified

←-----PLEASE NOTE ALL THE DESIGNATION  
OPTIONS UNDER THE PULL DOWN MENU

PLEASE SELECT THE CORRECT DESIGNATION: IF  
YOU UPLOAD A FIRST AID/CPR CERTIFICATION  
AND CHOOSE THE OPTION FOR "CDL A" IT WILL  
BE DENIED



<---CLICK SUBMIT AFTER YOU HAVE CHOSEN YOUR UPLOAD AND SELECTED THE DESIGNATION OPTION FROM THE PULL-DOWN MENU

**USER GUIDANCE:** All designations submitted must be approved. Approvals, like book sign requests and new account registration requests are reviewed and processed throughout the day. Calling the hall to ask when your approval will happen will not speed up the process.

**USER GUIDANCE:**

IBEW 1393 Referral Hours are from 10:00 am to 3:00 pm on business days

Book sign cut off time is 3:00 pm on business days

Bids for calls begin on business days at 4:30 pm and close at 8:00 am on the next business day

You may check your bid status in your account

If you are selected for a job Dispatch will call you between 10:00 am and 1:00 pm to process your referral

For a complete list of processes, please refer to “How it Works” or check the “Resources” section of your Union Worx account.

If you need further assistance, please submit a request to:  
[bidhelp@ibewlocal1393.com](mailto:bidhelp@ibewlocal1393.com)