1. Log on to Online Dispatch web portal by logging on to https://m.gotomyunion.com 
   –or–
1. Enter Online Dispatch web portal by logging on to UA Local 393 website at www.ualocal393.org, click on “Members Only” tab, then...
2. Once on “Member Only” page, click on “To access online dispatch, click here.”
3. Log in to Online Dispatch web portal by entering username and password assigned to you by Local 393.

Please note: You may change your assigned username and password after log in by clicking on and entering “Change Profile” tab in drop down menu.
4. For Online Dispatch resources click on center message “Continue with Mobile App functions”

Please note: For WebApp features such as Online Dues Payment follow prompt and use [Click Here] tab.
5. Click on the “Sign In” menu tab to view your position on the out of work list and to see how many members who are also available for work are ahead of you on the out of work list.
ENTRY OF DUES PAYMENTS

- You must use the billing address associated with your credit card.

ENTRY OF PROFILE INFORMATION

- Click on 'Change Profile' Menu option.
- Click on Edit button to allow entry of address and contact information.
- Scroll the page down to change your system-generated Username and Password.
- Click on Log Out under Menu when finished.

HELPFUL HINTS

- If you are using IE 9.0, change your View – Zoom option to 100%
- If you are using IE 10.0, select Tools / Compatibility View Settings and add gotomyunion.com to list of websites.

ONLINE DISPATCH

6. View open job orders by clicking on drop down menu tab “View Open Job Orders”.

7. Open jobs will be listed in center window and itemized under “Job#” tab.
8. Click on jobs listed under Job# tab to view details of job offers from contractors.
9. View job details for posted jobs such as contractor, job description, start date, start time, job location, etc.
10. If you are interested in accepting any of the posted jobs, click on “Job Request” menu tab. This action will activate “Call Me” button.

11. Click on “OK” tab in the Job Order window confirming your current e-mail address on file with Local 393.
12. Click on “Call Me” button to generate call from dispatching agent during the next dispatch session if any of the posted jobs are still available when your position on the out of work list is reached by the dispatcher.

13. Save request by clicking yes when prompted, this action will generate an acknowledgement and a confirmation e-mail to be sent to you.
14. After clicking the “Call Me” button a final acknowledgement will appear, again confirming your request to be called if your position on the out of work list is reached during the next dispatch session. A confirmation e-mail will be sent to your registered e-mail address.

15. Click on “Log Out” menu tab to log out of your current online dispatch session when you are finished.
UA Local Union 393 Job Hotline

• If you do not have access to the internet for Online Dispatching you can call:

  • (408) 754-4875
  • Between 6:00 p.m. and 7:00 a.m.