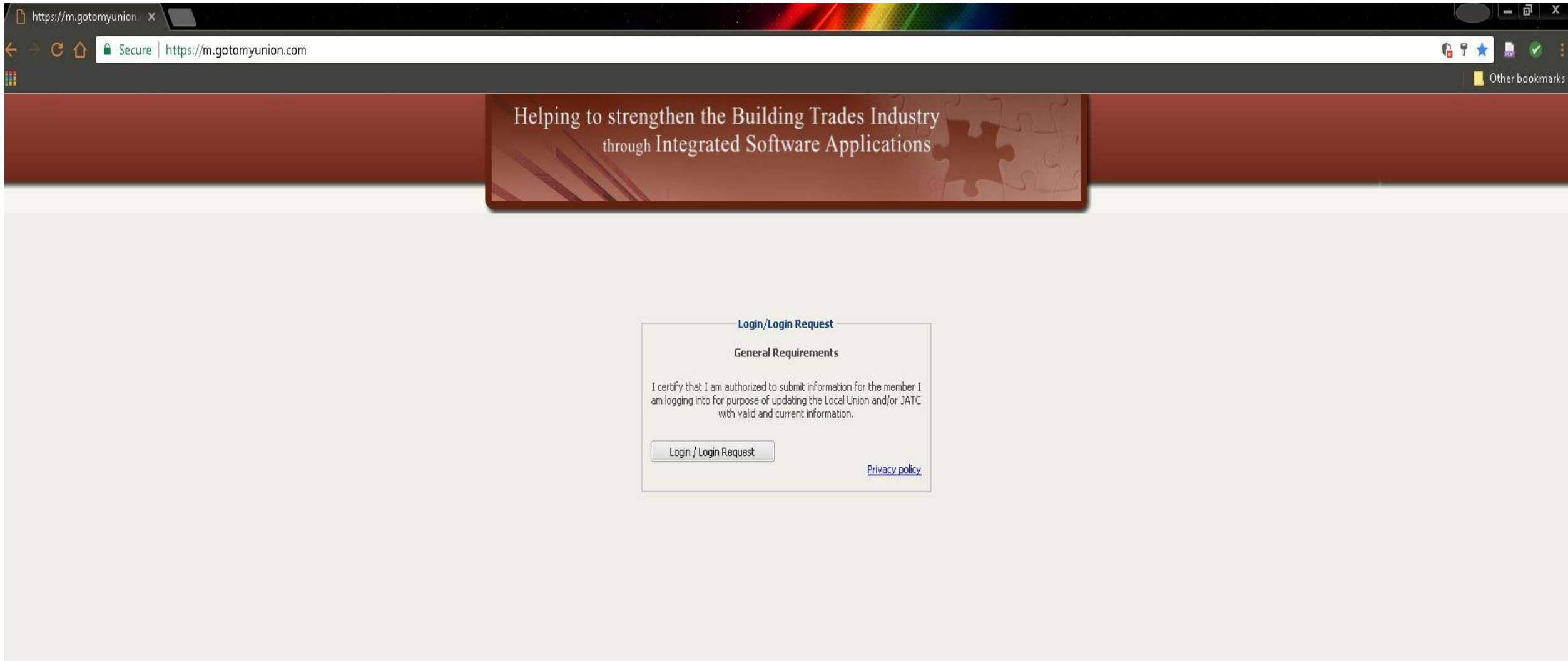


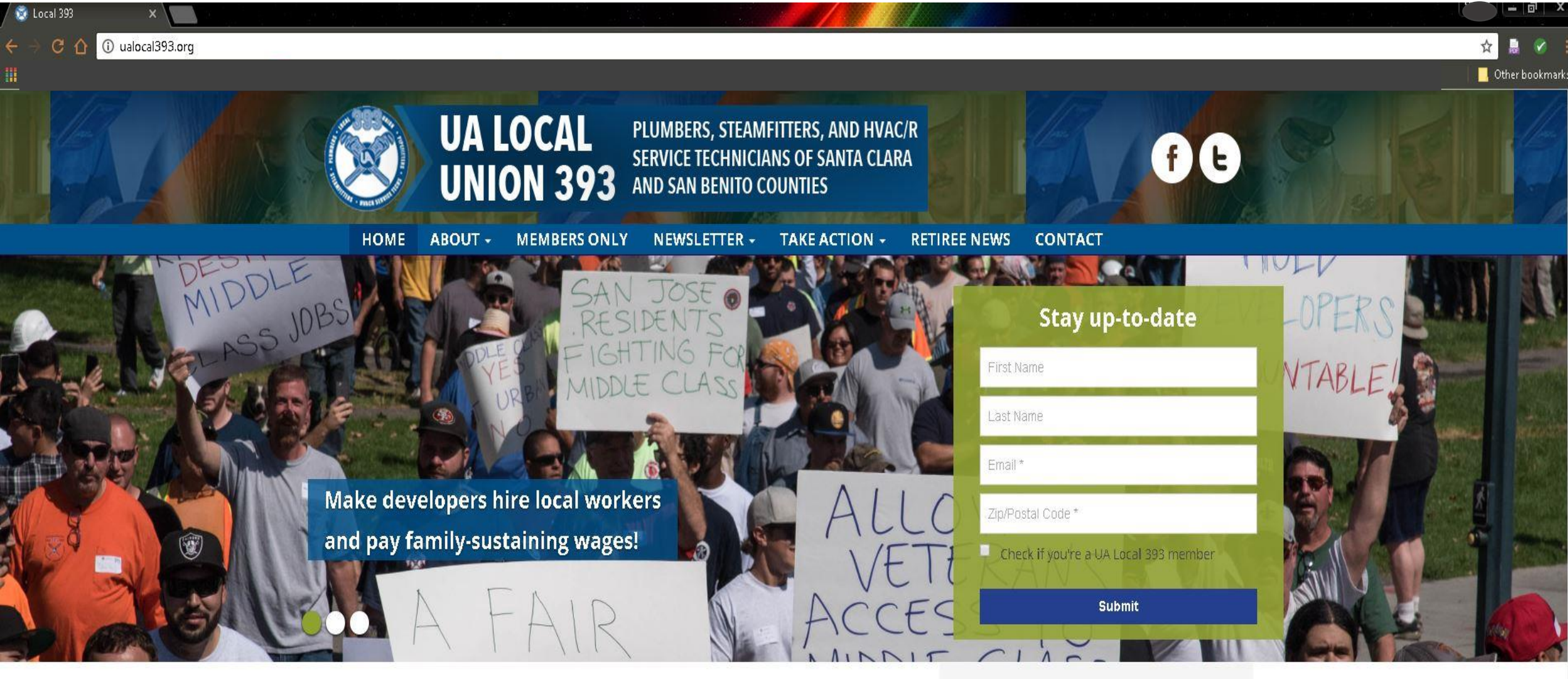
# Local 393 Online Dispatch Tutorial



1. Log on to Online Dispatch web portal by logging on to <https://m.gotomyunion.com>

–or–

# Local 393 Online Dispatch Tutorial



The screenshot shows the website for UA Local 393. The header features the union logo, the text "UA LOCAL UNION 393", and the description "PLUMBERS, STEAMFITTERS, AND HVAC/R SERVICE TECHNICIANS OF SANTA CLARA AND SAN BENITO COUNTIES". There are social media icons for Facebook and Twitter. A navigation menu includes "HOME", "ABOUT", "MEMBERS ONLY", "NEWSLETTER", "TAKE ACTION", "RETIREE NEWS", and "CONTACT". The main content area has a background image of a protest with signs such as "MIDDLE CLASS JOBS", "SAN JOSE RESIDENTS FIGHTING FOR MIDDLE CLASS", and "A FAIR". A blue text box overlaid on the image reads "Make developers hire local workers and pay family-sustaining wages!". A green sign-up form titled "Stay up-to-date" is positioned on the right, with fields for "First Name", "Last Name", "Email \*", and "Zip/Postal Code \*", a checkbox for "Check if you're a UA Local 393 member", and a "Submit" button.

1. Enter Online Dispatch web portal by logging on to UA Local 393 website at [www.ualocal393.org](http://www.ualocal393.org), click on “Members Only” tab, then...

# Local 393 Online Dispatch Tutorial

Members Only | Local 393 x

ualocal393.org/members-only/

Other bookmarks



**UA LOCAL UNION 393**

PLUMBERS, STEAMFITTERS, AND HVAC/R SERVICE TECHNICIANS OF SANTA CLARA AND SAN BENITO COUNTIES

f t

HOME ABOUT MEMBERS ONLY NEWSLETTER TAKE ACTION RETIREE NEWS CONTACT

## Members Only



To pay your dues online, click [here](#).

To access online dispatch, click [here](#).

### Stay up-to-date

First Name

Last Name

Email \*

Zip/Postal Code \*

Check if you're a UA Local 393 member

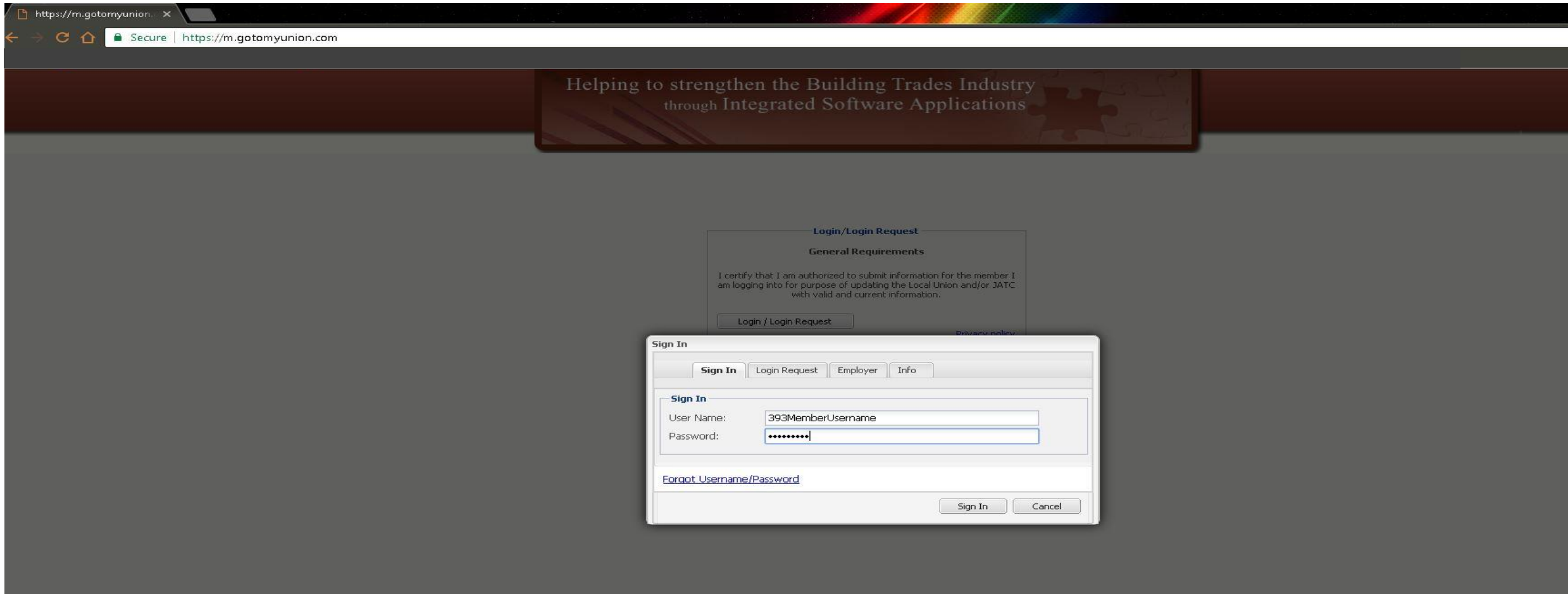
Submit

### Join Us On Social Media!

f t

2. Once on “Member Only” page, click on “To access online dispatch, click here.”

# Local 393 Online Dispatch Tutorial



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.

# Local 393 Online Dispatch Tutorial

https://m.gotomyunion.com/ojt/

**LOCAL UNION 393**

**Menu**

- Home
- Job Orders/Sign-In
- View Open Job Orders
- Job Request
- Sign-In
- Change Profile
- Help
- Log Out

**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 8.0, change your View – Zoom option to 100%
- If you are using IE 10.0, select Tools / Compatibility View Settings and add gotomyunion.com to the list of sites that you want to always show in Compatibility View.

**ONLINE DISPATCH**

**Message**

Other online options are available. Please utilize WebApp for additional features such as Online Dues. For WebApp functions, [Click Here](#).

Continue with Mobile App functions

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.

# Local 393 Online Dispatch Tutorial

https://m.gotomyunion.com/signin/signin/

LOCAL UNION 393

You signed for a book A Plumber (AP); Position is 1 of 63; Available to work ahead of you:0

Sign-In

All Records

Book	Pos.	Member	Registered	Status	Status Notes	Key#
A Plumber (AP)	1		6/11/2004 7:25:00 AM			880001

Records last updated:Feb 27 2017 3:49PM CDT

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.

# Local 393 Online Dispatch Tutorial

https://m.gotomyunion.com/ojt/

Secure | https://m.gotomyunion.com/ojt/

LA  
LOCAL UNION 393  
SAN JOSE - CA

## LOCAL UNION 393

Menu

- Home
- Job Orders/Sign-In
  - View Open Job Orders
  - Job Request
  - Sign-In
- Change Profile
- Help
- Log Out

### 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 8.0, 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”.

# Local 393 Online Dispatch Tutorial

Menu

- Home
- Job Orders/Sign-In
  - View Open Job Orders
  - Job Request
  - Sign-In
- Change Profile
- Help
- Log Out

Job Orders for

Employer: All  
Contract: All  
Req.Cert.:  
Req.Skills:

Job#	Strikeable	Requested	Filled	Employer	Accepted	Job Class	Job Seq#	Pay	Dispatch Type	Area	Site	Start Date	Schedule
<a href="#">7028</a>		2	0	Thermal Mechanical	Accepted	Plumber		53.55	List Hire		Glenbrook Apartments	03/02/2017	Long Call
<a href="#">7029</a>		1	0	Thermal Mechanical	Accepted	Plumber		53.55	List Hire		Shadows	03/02/2017	Long Call
<a href="#">7030</a>		1	0	ICOM Mechanical	Accepted	Apprentice		0.01	List Hire		San Benito High School	03/02/2017	Long Call

Records last updated: Feb 28 2017 7:49PM CDT

Back Print

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.



# Local 393 Online Dispatch Tutorial

The screenshot displays a web browser window with the URL <https://m.gotomyunion.com/joborder/read/7028>. The page features a header for Local Union 393, including its logo and the text "LOCAL UNION 393". A left-hand menu contains options such as Home, Job Orders/Sign-In, View Open Job Orders, Job Request, Sign-In, Change Profile, Help, and Log Out. The main content area is titled "Read Job Order" and contains a "Job Order" form with the following fields:

Employer:	Thermal Mechanical	Contact:	Dispatcher, Dispatcher		
Contract:	Building Trades	Dispatch Type:	List Hire		
Job Class:	Plumber	Schedule:	Long Call		
Site:	Glenbrook Apartments   10100 N. Mary Avenue   Kenny Dal Bianco 408-658-7064	Request Date:	02-28-2017	Requested #:	1
Job Seq #:		Start Date:	03-02-2017	To:	
Report To:	Glenbrook Apartments	Start:	8:00 AM	Pay:	53.55
Job #:	7028	Strikeable:	<input type="checkbox"/>	Comment:	Plumbing upgrades for occupied apartment homes. Copper re-pipe, ABS rough in for new washers, install galvanized gas lines. Work in occupied apartments, very tight spaces & dirty conditions. No smoking allowed on property. Approx.
Type of Work/Job Conditions:		Area Designation:			
Selected Site:	10100 N. Mary Avenue Cupertino, CA 95014 Phone: 4086587064   Kenny Dal Bianco 408-658-7064	Required Skills:			
Preferred Skills:		Required Certifications:			
Preferred Certifications:					

A "Back" button is located at the bottom left of the form area.

9. View job details for posted jobs such as contractor, job description, start date, start time, job location, etc.

# Local 393 Online Dispatch Tutorial

Opened Job Request(s)

Req.Cert.:  Req.Skills:  Job Area(s):

Job Request(s)

Job#	Strikeable	Requested	Filled	Job Seq#	Compliant?	Employer	Contract	Job Class	Pay	Dispatch Type	Area	Site	Start Date	Schedule
<a href="#">7028</a>		2	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Glenbrook Apartments	03/02/2017	Long Call
<a href="#">7029</a>		1	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Shadows	03/02/2017	Long Call
<a href="#">7030</a>		1	0			ICOM Mechanical	Building Trades	Apprentice	0.01	List Hire		San Benito High School	03/02/2017	Long Call

Call Me Print

**Job Order**

Your email address on file is:  Please monitor this email account for successful/unsuccessful request notifications. If this email address is incorrect, please click on Change Profile on the Menu Bar and update your email address PRIOR to submitting request.

OK

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.

# Local 393 Online Dispatch Tutorial

Req.Cert.:  Req.Skills:  Job Area(s):

Job#	Strikeable	Requested	Filled	Job Seq#	Compliant?	Employer	Contract	Job Class	Pay	Dispatch Type	Area	Site	Start Date	Schedule
<a href="#">7028</a>		2	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Glenbrook Apartments	03/02/2017	Long Call
<a href="#">7029</a>		1	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Shadows	03/02/2017	Long Call
<a href="#">7030</a>		1	0			ICOM Mechanical	Building Trades	Apprentice	0.01	List Hire		San Benito High School	03/02/2017	Long Call

Call Me Print

Job Order

Save Request?

Yes No

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.

# Local 393 Online Dispatch Tutorial

Opened Job Request(s)

Req.Cert.:  Req.Skills:  Job Area(s):

Job#	Strikeable	Requested	Filled	Job Seq#	Compliant?	Employer	Contract	Job Class	Pay	Dispatch Type	Area	Site	Start Date	Schedule
<a href="#">7028</a>		2	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Glenbrook Apartments	03/02/2017	Long Call
<a href="#">7029</a>		1	0			Thermal Mechanical	Building Trades	Plumber	53.55	List Hire		Shadows	03/02/2017	Long Call
<a href="#">7030</a>		1	0			ICOM Mechanical	Building Trades	Apprentice	0.01	List Hire		San Benito High School	03/02/2017	Long Call

Call Me Print

**Message**

Job Request(s) are successfully saved.

OK

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.