Local Union Guide



for the Electronic Submission of Collective Bargaining Agreements

Economics and Contract Department International Brotherhood of Teamsters Washington DC 202-624-6927 <u>mashe@teamster.org</u>

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1. General

- Any field with an * is required.
- You will not be able to complete an action (e.g., Submit, Save, Next Page, etc.) until all required fields are entered and validation errors are resolved.

1.1 First Time / New Users

- Open up Google Chrome and navigate to the IBT website at http://www.teamster.org
 - To download Chrome, first navigate to google.com/chrome and click 'Download Chrome'.



On the next page, click 'Accept and Install'.

Google Chrome Terms of Service These Terms of Service apply to the executable code version of Google Chrome. Source code for Google Chrome is available free of charge under open source software license agreements at http://code.google.com/chromium/terms.html.	Î
These Terms of Service apply to the executable code version of Google Chrome. Source code for Google Chrome is available free of charge under open source software license agreements at http://code.google.com/chromium/terms.html.	-
1. Your relationship with Google	
1.1 Your use of Google's products, software, services and web sites (referred to collectively as the "Services" in this document and excluding any services provided to you by Google under a	~
Printer-friendly vers	sior
Set Google Chrome as my default browser	
Help make Google Chrome better by automatically sending usage statistics and crash reports	s to

o Google Chrome should start automatically. The icon looks like this:



• In Chrome, at <u>www.teamster.org</u>, scroll down to the bottom of the website to 'About'. Click 'Departments'.

ANT AN	News	Campaigns	Benefits	Divisions		About
	Headline News	Allied Systems	JRH Scholarship	Airline Division	Bakery & Laundry	Who Are The
	Photo Galleries	Bankruptcy	Disaster Relief	Brewery & Soft	Duilding Material R	History
al Brotherhood	Videos	Building	Teamster Privilege	Conference	Construction	History
	Podcast	Solidarity	Teamster 401(k)	Carhaul Division	Trade Division	Leadership
	Press Center	lustice for	Retiree Benefits	Express Division	Dairy Conference	General President's Message
		Sanitation Workers	inclinee benefits	espices officiation	Food Processing	
	Local Unions	at Republic/Allied	Job Bank	Freight Division	Division	Departments
	Teamsters	Waste	Member Rights	Industrial Trades	Graphic	Structure
FAMSTERS	Leadership	Victories	Worker Training	Division	Conference	Constitution

• Click 'Departments' on the left side.

Teamster Departme	nts	
Who Are The Teamsters? History	Here is a list of the departments under the operation of the Office of the General President and the Office of the General Secretary-Treasurer.	
Leadership	ACCOUNTING AND BUDGET DEPARTMENT OFFICE OF THE GENERAL SECRETARY-TREASURER	
General President's Message	The Accounting and Budget Department is responsible for originating, analyzing, interpreting, and supplying accurate and reliable financial information. The financial information includes the following:	
Structure Constitution (download)	 Consolidated General (International Brotherhood of Teamsters, and Teamsters National Headquarters Building Corporation) and Defense Fund financial statements for presentation by the 	

• Scroll down to the Economics and Contracts section. Click 'Click here' to register for the program. Once you are registered, go to ibt.versiform.net via the web browser Google Chrome.

SCROLL	ECONOMICS & CONTRACTS OFFICE OF THE GENERAL PRESIDENT
	Newly created as part of the International Union's commitment to increasing union membership, the Teamsters Economics & Contracts Department serves the local affiliates and Teamsters Trade Divisions/Conferences as a key source of financial, statistical and agreements information.
↓	With connection to the most powerful electronic databases available today, the department provides local affiliates and International Union personnel with corporate research and economic trends for use in both collective bargaining and organizing. The department maintains the largest contract database of any union in North America, with more than 250,000 current and expired Teamster labor agreements.
	Your Local Union can now submit your contracts electronically through a web portal <u>Click here</u> oregister for the program. Once you are registered, go to ibt.versiform.net via the web browser Google CHROME. The basic instructions can be downloaded by clicking <u>Local Union Guide to the Electronic</u> <u>Submission of Collective Bargaining Agreements</u> . Please call the Economics and Contracts Department at (202) 624-6927, if you have any questions.
	Jim Kimball, Director Phone (202) 624-7456 Fax (202) 508-6412

• Enter your email and password, then click *Log On* to enter the portal.



- Go to <u>ibt.versiform.net</u>
 Create a Bookmark or desktop Shortcut

 You should see a page that looks like this:

International Brotherhood of Teamsters	
IBT	
Please enter your user name	and password. Register if you don't have an account.
Email address	email address
Password	
Remember Me	
	Log On

[continue to next page]

- Click Register
- Complete the Registration Form
 - Enter the CAPTCHA image as it appears on your screen
 - o Submit form when completed

Email Address *	Confirm Email *	
test@gmail.com		
First Name *	Last Name *	
Password *	Confirm Password *	
Phone Number *	Local Union Type *	
()	Select One	•
Local Union Number *		
Select One	*	
Please complete the CAPTCHA to submit you	ır form.	
STORED IOWE		
Type the text	Privacy & Terms	[

Note: Once you submit your Registration Form, your information needs to be reviewed and validated before you will be able to access the IBT Forms Portal. You will receive two emails. One that states your request has been submitted and is queued for review. Another will be sent when your account has been Approved or Rejected. If you are rejected for any reason, you must register again. A staff member from the Economics and Contracts Department will contact you with additional information. Or, you can call (202) 624-6927 with any questions.

2.1 Submitting Collective Bargaining Agreements

- Enter your Email Address and Password
- Select Log On

International Brotherhood of Teamsters	
IBT	
Please enter your user name	and password. Register if you don't have an account.
Email address	email address
Password	
Remember Me	
	Log On

- You will go to the Dashboard screen. Your name and Local will appear on the screen at the upper left. You can begin to create a New Form. The form type will be Agreement Summary.
- Click the *Create Form* button.

International Brotherhood of Teamsters			Local Union Type IBT V Local Union Number V 🌢 freddie.fields@versiform.net V
Q Search 📰 Views 🛪	·		Agreement Summary
☑ Create Form ▼	Search		
Q Search	Choose Te	mplate and Status	
📰 Views 🔻	Tomplate	Agroomont Summany	
Agreement Summaries	rempiare	Files for Users	
Users			
Users Pending Approval	Show		
Agreements Pending Approval	Template Name		

- An Agreement Summary Form will be created. The Local Union Type and Local Union Number fields will be automatically filled based on your registration and login.
- You will begin filling in the TITAN Employer Number.



- Data entry in the Agreements Summary Form must be in all **CAPITAL** letters.
- Your answers to some questions will prompt additional questions.
- Any field with an '*' is required.
- You will not be able to complete an action (e.g., Submit, Save, Next Page, etc.) until all required fields are entered and validation errors are resolved.

[continue to next page]

• After completing the form, select the Choose File button and select the file from your computer. **The attachment must be either a** *TIF* **or** *PDF* **file.** Any other type of file will be rejected. In keeping with past practice, the IBT requires a signed copy of each agreement.

Does this agreement contain D.R.I.V.E. language? *		
VES		
NO		
Any additional information to process agreement:		
		1
		l
Please attach signed contract. *		
Upload		
PDF or TIF file only, please.		
Submit		
	Does this agreement contain D.R.I.V.E. language? * YES NO Any additional information to process agreement: Please attach signed contract. * Upload PDF or TIF file only, please. Submit	Does this agreement contain D.R.I.V.E. language? * YES NO Any additional information to process agreement: Please attach signed contract. * Upload PDF or TIF file only, please. Submit

Once the file is attached, select the Submit button. The agreement and all the attached information will be submitted to the International and you will see the Form Submitted screen. You will receive a confirmation email.

- You can continue to enter additional collective bargining agreements in the same session by selecting the **Search** button at the left. The program will return to the main Dashboard screen where you can create a new form to start the process of entering a new agreement.
- If you have finished entering agreements, just select the Logout button.



If you have any questions or need additional information, please contact the Economics and Contracts Department at 202-624-6927 or email <u>mashe@teamster.org</u>. We will assist you through any part of the electronic submission of collective bargaining agreements process.