

Local Union Guide



for the Electronic Submission of Collective Bargaining Agreements

Economics and Contract Department
International Brotherhood of Teamsters
Washington DC
202-624-6927
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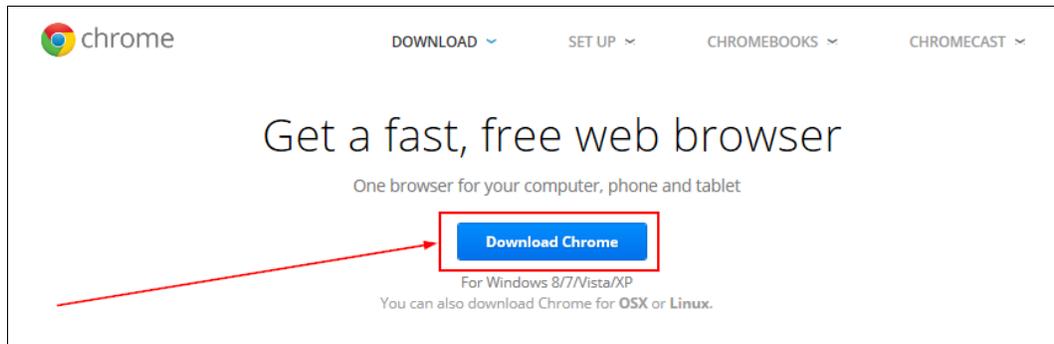
Revised May 2014

1. General

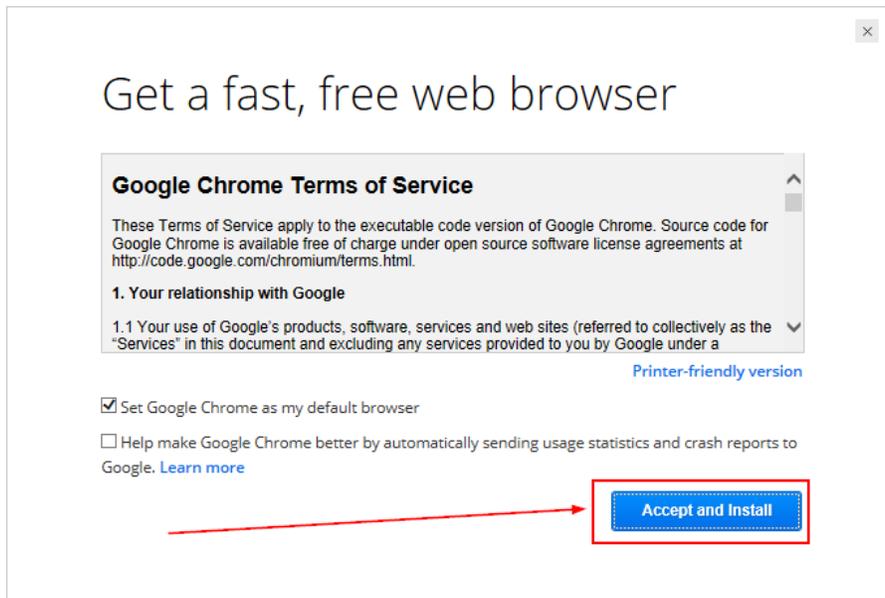
- Any field with an * is required.
- You will not be able to complete an action (e.g., Submit, Save, Next Page, etc.) until all required fields are entered and validation errors are resolved.

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 should start automatically. The icon looks like this:



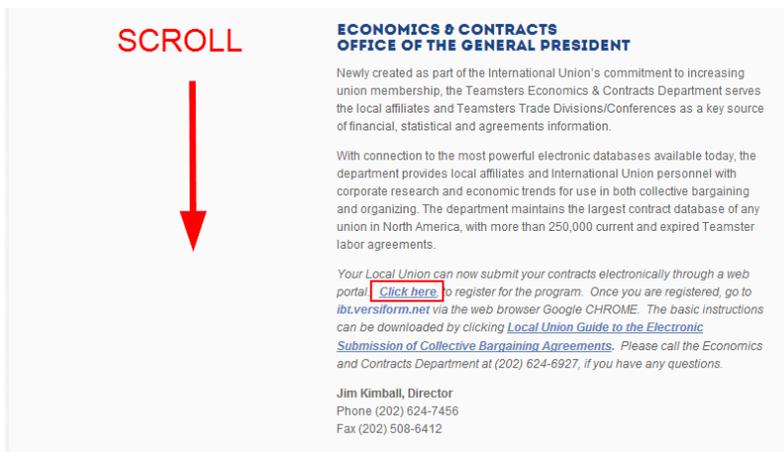
- In Chrome, at www.teamster.org, scroll down to the bottom of the website to 'About'. Click 'Departments'.



- Click 'Departments' on the left side.



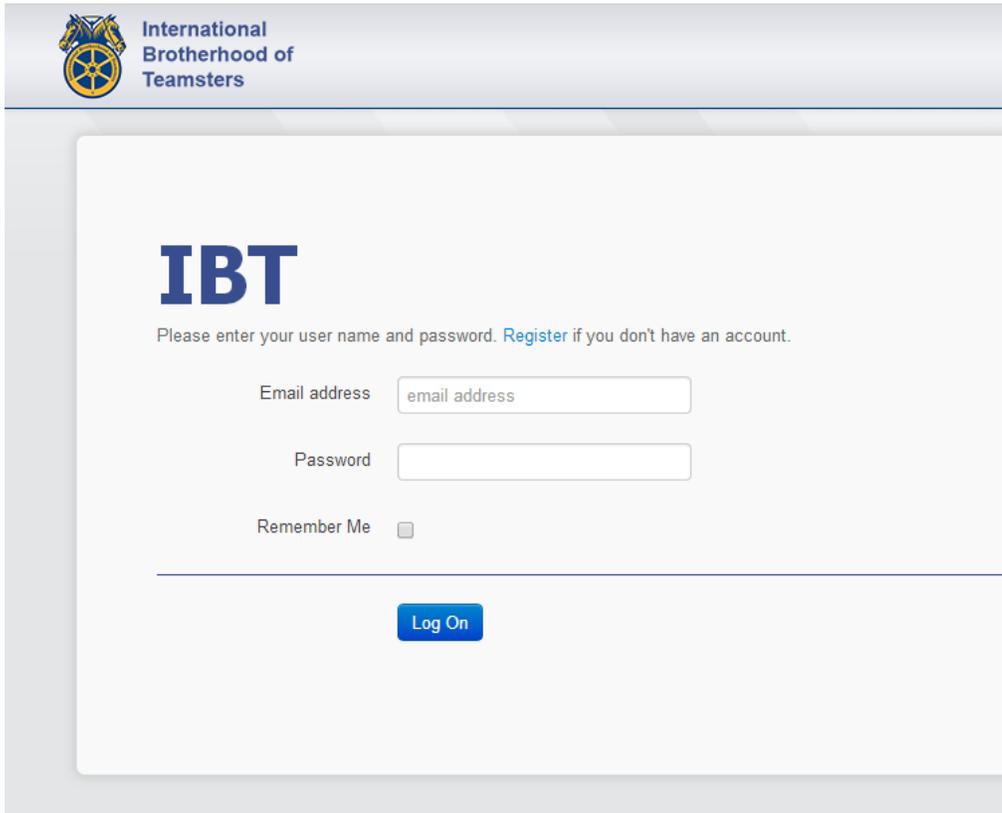
- Scroll down to the Economics and Contracts section. Click 'Click here' to register for the program. Once you are registered, go to ibt.versiform.net via the web browser Google Chrome.



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

-OR-

- Go to ibt.versiform.net
- 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

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
 - Submit form when completed

Request for Access

Email Address *
test@gmail.com

Confirm Email *

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 your form.

lower

Type the text

reCAPTCHA™

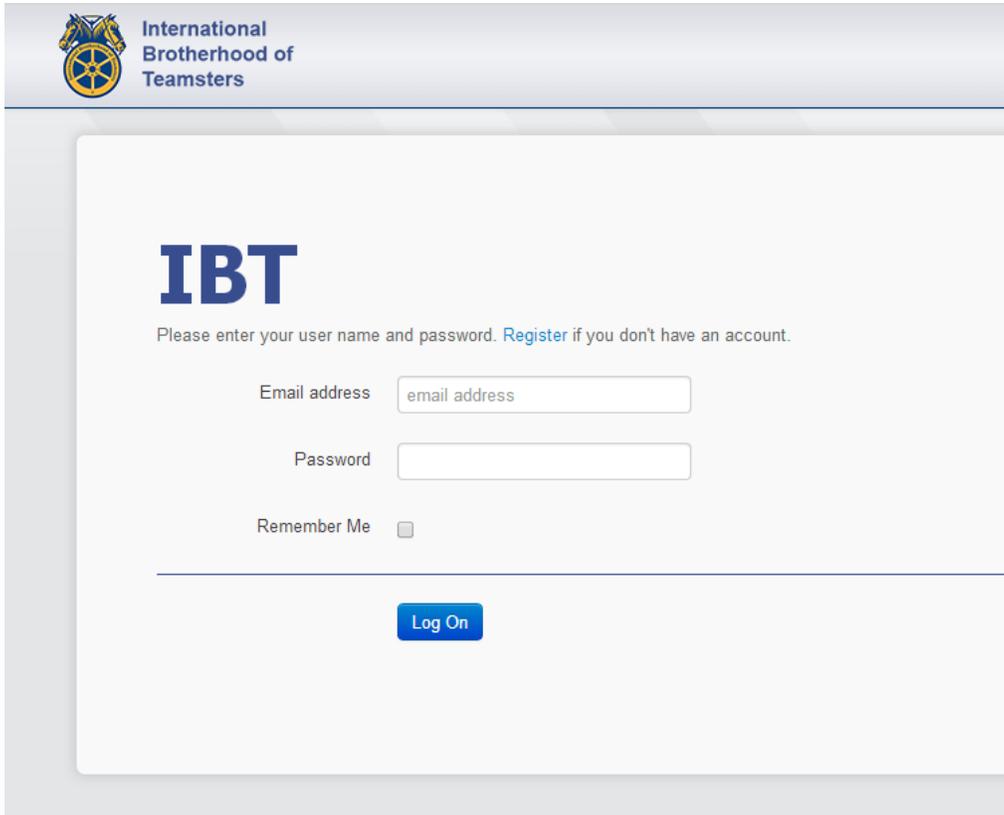
Privacy & Terms

Submit

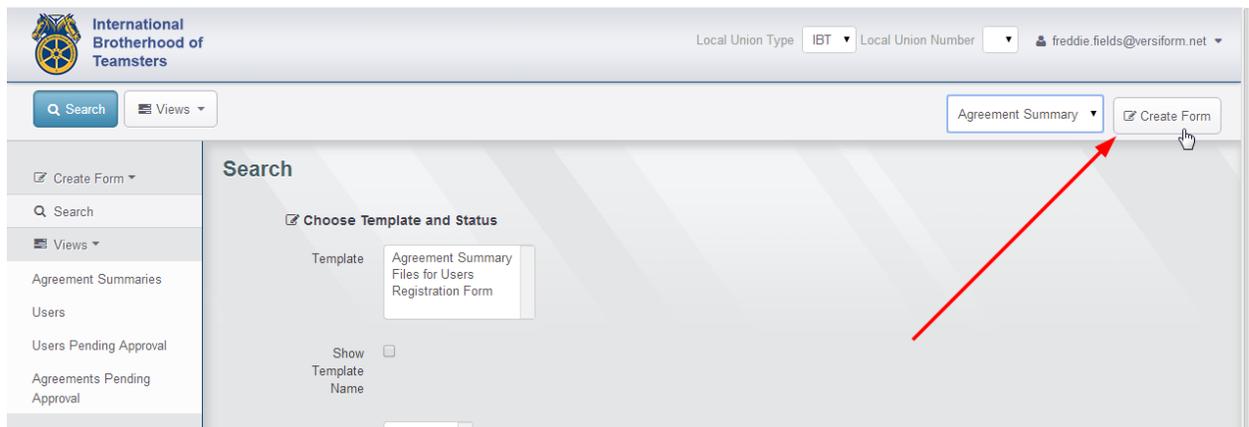
Note: Once you submit your Registration Form, your information needs to be reviewed and validated before you will be able to access the IBT Forms Portal. You will receive two emails. One that states your request has been submitted and is queued for review. Another will be sent when your account has been 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**



- 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.



- 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.

The screenshot shows the 'Agreement Summary Form' interface. At the top left is the International Brotherhood of Teamsters logo. To the right, it says 'Local Union Type' with a dropdown menu showing 'IBT'. Below this are search and view filters. On the left is a sidebar with navigation options: 'Create Form', 'Search', 'Views', 'Agreement Summaries', 'Users', 'Users Pending Approval', 'Agreements Pending Approval'. The main content area features the IBT logo and the title 'Agreement Summary Form'. Below the logo is the address: 'Economics and Contracts Department, International Brotherhood of Teamsters, 25 Louisiana Avenue, NW, Washington, DC 20001'. The form fields are: 'Local Union Type' (dropdown with 'IBT'), 'Local Union Number' (text input), 'Titan Employer Number *' (text input, highlighted with a red box and a red arrow pointing to it), 'Employer Name (Include Division) *' (text input), and 'Work Site Address *' (text input).

- 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.

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- 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? *

YES

NO

Any additional information to process agreement:

Please attach signed contract. *

Upload

Submit

PDF or TIF file only, please.

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 bargaining 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.

International Brotherhood of Teamsters

Local Union Type: IBT Local Union Number: freddie.fields@versiform.net

Search Views

Select a Template Change Password Log Off

Versiform | Form Submitted

IBT freddie.fields@versiform.net

Thank You

Your form has been submitted.

Create Form Search Views Agreement Summaries Users Users Pending Approval Agreements Pending Approval

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