

Local Union Guide



for the Electronic Submission of Collective Bargaining Agreements

Data and Contracts Department
International Brotherhood of Teamsters
Washington DC
202-624-6964
contracts@teamster.org

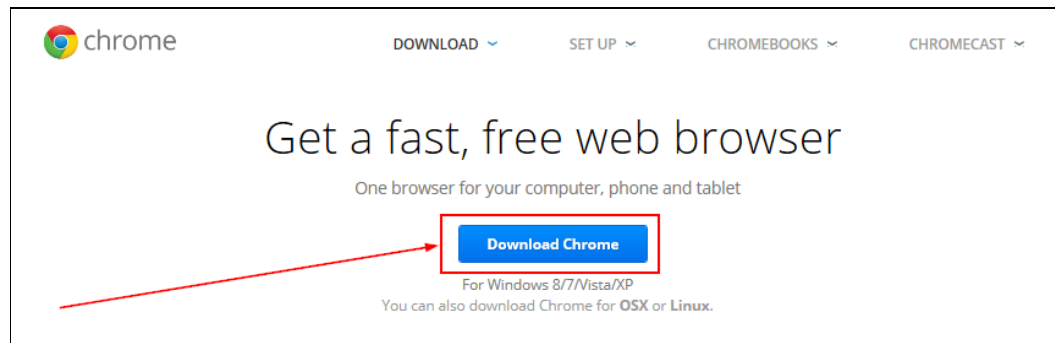
Revised April 2022

1. General

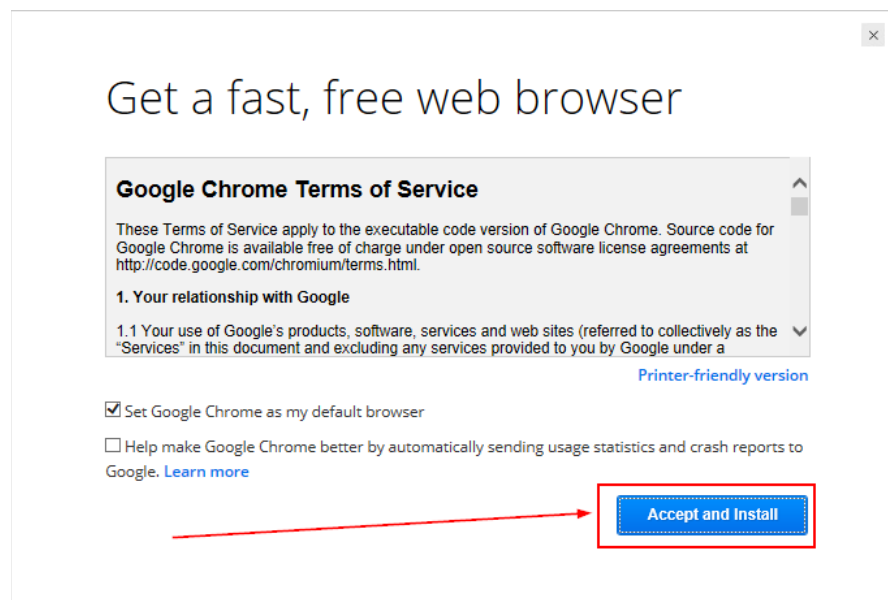
- Any field with an * is required.
- You will not be able to complete an action (e.g., Submit, Save, Next Page, etc.) until all required fields are entered and validation errors are resolved.

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'.



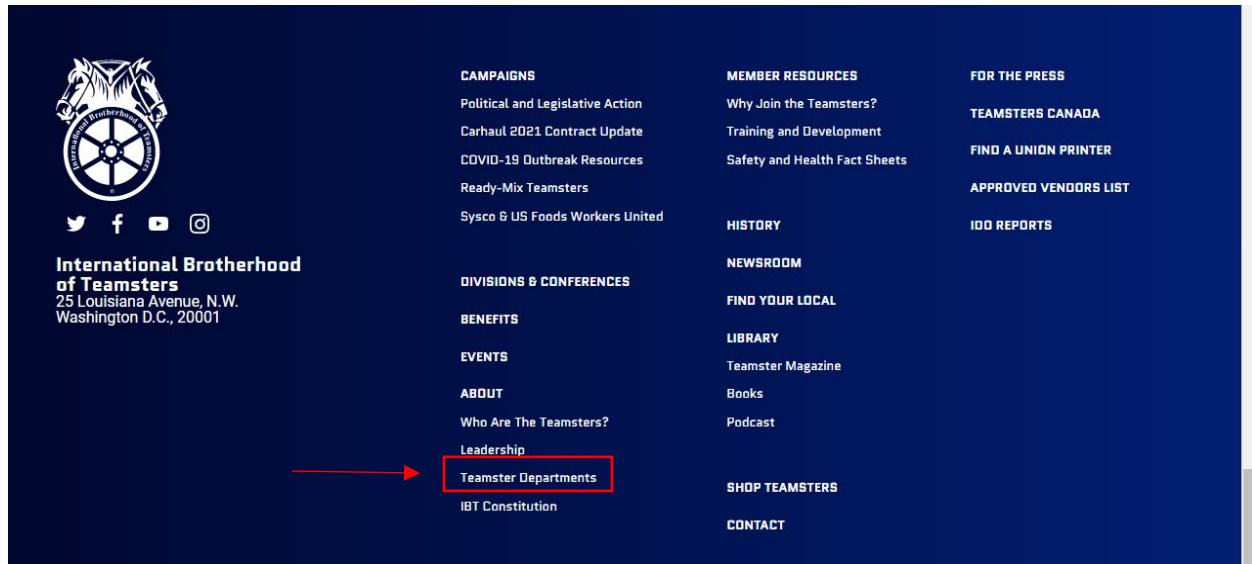
On the next page, click 'Accept and Install'.



- 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.

The following is a list of the departments at the International under the operation of the Office of the General President or the Office of the General Secretary-Treasurer. Click on a department name to read more.

- Accounting and Budget Department
- Affiliate Bookkeeping Systems & International Audits Department
- Affiliates and Automated Records Department
- **Data and Contracts Department**
- DRIVE Accounting Department
- Human Rights & Diversity Commission
- Information Systems Department
- Legal
- Organizing
- Out-of-Work Benefit Department
- Political and Legislative Affairs
- Safety and Health
- Strategic Initiatives
- Training & Development

- Scroll down to the Data 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

→

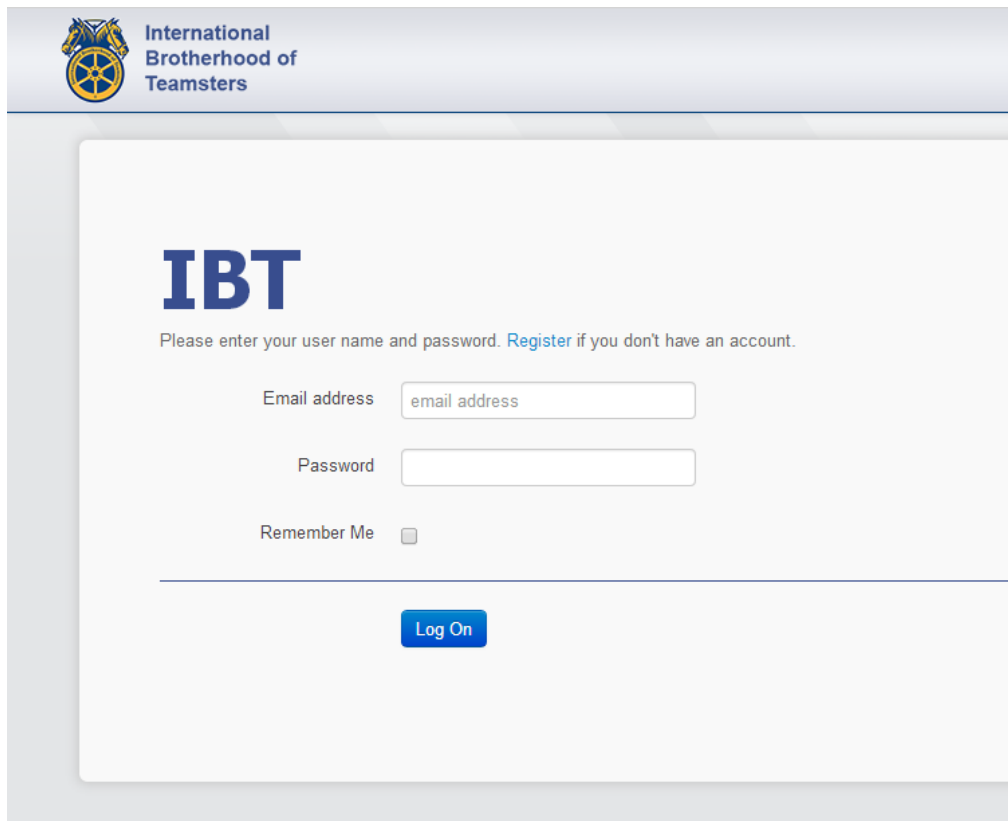
Your Local Union can now submit your contracts electronically through a web portal. [Click here](#) to register for the program. Once you are registered, go to <http://ibt.versiform.net> via the web browser Google CHROME. The basic instructions can be downloaded by clicking [Local Union Guide to the Electronic Submission of Collective Bargaining Agreements](#). Please call the Data & Contracts Department at (202) 624-6964, if you have any questions.

Rebecca Stein, Director

- 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.


Type the text



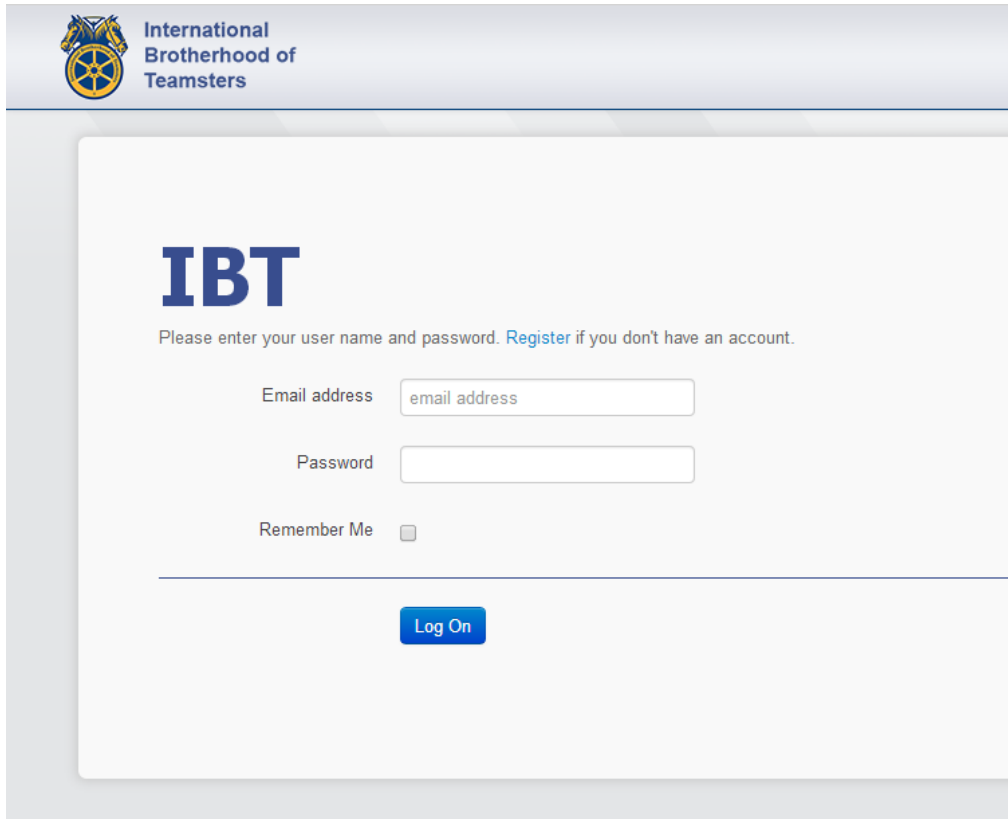
[Privacy & Terms](#)

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 Data and Contracts Department will contact you with additional information. Or, you can call (202) 624-6964 with any questions.

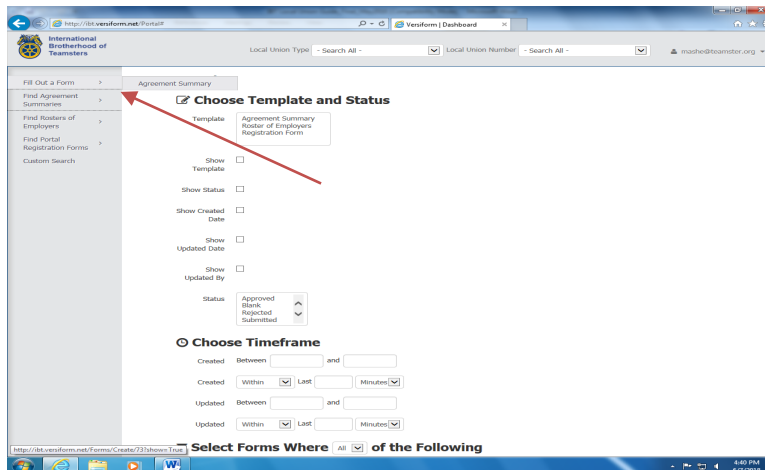
2.1 Submitting Collective Bargaining Agreements

- Enter your Email Address and Password
- Select **Log On**



The screenshot shows the login page for the International Brotherhood of Teamsters (IBT). At the top left is the IBT logo. The main heading is "IBT" in large blue letters. Below it, a message says: "Please enter your user name and password. [Register](#) if you don't have an account." There are three input fields: "Email address" with the placeholder "email address", "Password", and a "Remember Me" checkbox. A blue "Log On" button is at the bottom.

- 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.



The screenshot shows the IBT dashboard. The left sidebar has a menu with "Fill Out a Form" selected. The main area is titled "Choose Template and Status". It has a "Template" dropdown menu with "Agreement Summary" selected. Below this are several checkboxes: "Show Template", "Show Status", "Show Created Date", "Show Updated Date", and "Show Updated By". There is also a "Status" dropdown menu with "Approved Blank" selected. Below this is a "Choose Timeframe" section with "Created" and "Updated" filters. At the bottom, there is a "Select Forms Where" section with a dropdown menu set to "All".

- 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.

Versiform | New Form

ibt.versiform.net/Portal/Form/1404643/22137

International Brotherhood of Teamsters

Local Union Type - Search All - Local Union Number - Search All -

mashe@teamster.org

Agreement Summary

Agreement Summary Form

Data and Contracts Department
International Brotherhood of Teamsters
25 Louisiana Avenue, NW
Washington, DC 20001

Local Union Type
IBT

Local Union Number *
Headquarters

Titan Local Number

Titan Employer Number *

If you do not have a Titan Employer Number, please enter nine zeroes

Employer Name (Include Division) *

Work Site Address *

City * State/Province * Zip Code *

-- Select C --

Does the Employer have a Parent Company? *

☐ YES
☐ NO

Does this employer do business under a different name? *

☐ YES

- 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 *PDF or TIF* file.** Any other type of file will be rejected. The file must not exceed In keeping with past practice, the IBT requires a signed copy of each agreement.

Does this agreement expire? *

☐ YES

☐ NO

Agreement Effective Date *

Bargaining Unit Size *

Is this the first agreement? *

☐ YES

☐ NO

Is the company signed to a Master agreement? *

☐ YES

☐ NO

Please select the appropriate trade division for this employer: *

Select One

Please select the appropriate sub-category for the trade division you selected: *

Select One

Does this agreement contain D.R.I.V.E. language? *

☐ YES

☐ NO

Any additional information to process agreement:

Please attach signed contract: *

Upload Please do not upload files over 5 MB. To reduce file size, scan at a lower resolution.

PDF or TIF file only, please. Upload Please do not upload files over 5 MB. To reduce file size, scan at a lower resolution.

Submit Admin Update

- 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.

If you are uploading a **master agreement** with multiple signatories, upload the agreement once and provide a list that includes the company name, TITAN number, worksite address and number of members for each employer signatory to the master agreement.

(e.g. bakery, grocery warehouse, electronics manufacturer, school etc.)

Does this agreement expire? *

☐ YES

☐ NO

Agreement Effective Date *

Bargaining Unit Size *

Is this the first agreement? *

☐ YES

☐ NO

Is the company signed to a Master agreement? *

☐ YES

☐ NO

Please select the appropriate trade division for this employer: *

Select One

Please select the appropriate sub-category for the trade division you selected: *

Select One

Does this agreement contain D.R.I.V.E. language? *

☐ YES

☐ NO

Any additional information to process agreement:

Please attach signed contract: *

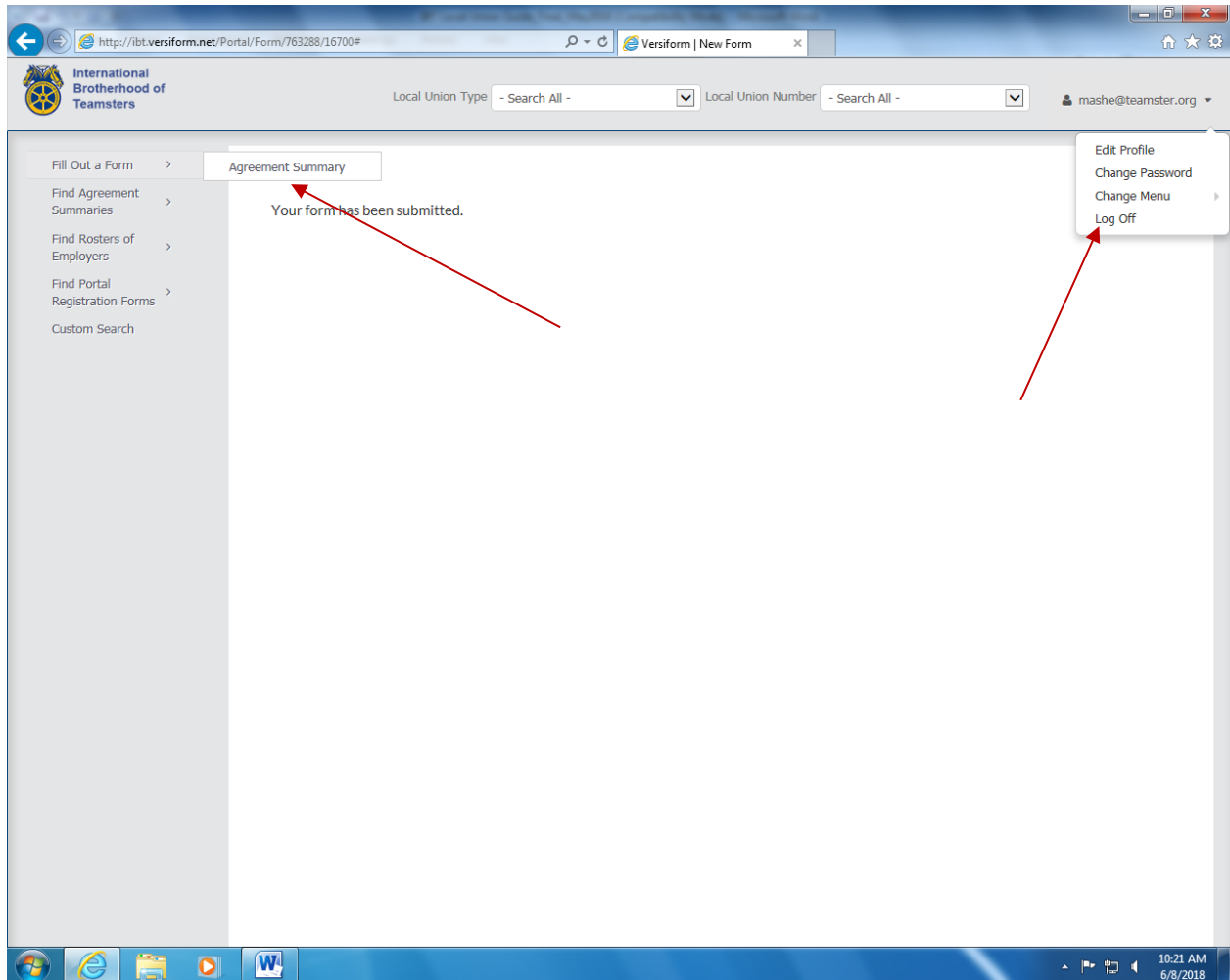
Upload Please do not upload files over 5 MB. To reduce file size, scan at a lower resolution.

Please attach a list of signatories, if you are submitting a Master Agreement.

Upload Please do not upload files over 5 MB. To reduce file size, scan at a lower resolution.

Submit Admin Update

- You can continue to enter additional collective bargaining agreements in the same session by selecting the **Fill Out a Form** 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 Data and Contracts Department at 202-624-6964 or email contracts@teamster.org. We will assist you through any part of the electronic submission of collective bargaining agreements process.