Teamster Local Union Guide to
Electronic Submission of
Collective Bargaining
Agreements

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May 2024 Edition

For support, contact the IBT Data and Contracts Department at contracts@teamster.org or 202-624-6964.
Overview

Pursuant to Article XII, Section 8, of the Teamsters International Constitution, Teamster local unions are required to submit all fully signed collective bargaining agreements and other agreement documents to the International Union. These agreements must be sent within 60 days of finalization and execution.

Create a Versiform Account

In order to electronically submit agreements to the International Union, you need to create a Versiform account. Versiform is the online platform the IBT uses to collect CBAs from local unions. If you already have a Versiform account, skip to the next section, titled Submit an Agreement, on page 4.

1. Open the website: ibt.versiform.net

   You may use any of the following Internet browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, or Opera.

2. Click the Register link to create a new account.
3. Type your local union email address into the textbox. Press the enter key to submit.

Note: If you do not have your own local union email address, try to use a generic local union email address (e.g., info@teamsters123.org) that you have access to. If you use a third-party email address like Gmail or Yahoo Email, the Data and Contracts department will need to check and confirm the email address submitted.

4. The email you enter will prompt a Request for Access registration form (see Step 4a below) or a message saying the email is registered to another account (see Step 4b).

   a. Complete the form then click the **Submit** button.
After you submit your request for access, you will receive an email confirming that your request has been submitted and is under review. A staff member from the IBT Data and Contracts Department will approve or reject your account request, and you will receive a second email with the results of your registration attempt.

If your request for an account is rejected, a Data and Contracts Department staff member will contact you with more information.

Once you receive an email stating that your request for an account has been approved, you can log into ibt.versiform.net using the email address and password for the account you created.

b. If the email address you entered has already been registered to an account, you can navigate to the login page by clicking on the hyperlink shown below.

Click **Forgot Password?** on the log-in page. Follow the instructions from Versiform to reset your password. If you still cannot access your account after following the password reset process, contact the Data and Contracts Department at 202-624-6964.
Submit an Agreement

The IBT Data and Contracts department maintains an archival database and library of all collective bargaining agreements and other related documents. Please submit all signed, finalized agreement documents covering members at your local union.

Documents you submit may include white-paper collective bargaining agreements, memoranda and letters, local and regional master agreements, wage and fringe benefits documents, and any other signed, finalized agreements.

Agreement Submission

1. Make sure the agreement you want to submit is saved on your computer.

2. Log onto ibt.versiform.net using the email address and password of the account you previously created. Refer to the previous section, titled Create a Versiform Account, on page 1 if you do not have an account.
Note: If you have forgotten the password to your account, click Forgot Password? and follow the instructions given by Versiform.

3. Once logged into Versiform, find the menu on the left-hand side of the screen. Hover over Fill Out a Form then click on Agreement Summary from the sub-menu that appears. A new agreement summary form will open. You will need to fill out a new agreement summary form for each document you submit.
4. Fill in the new agreement summary form with the relevant information for an agreement, starting with the TITAN Employer Number field.

If you are submitting a local master agreement with multiple signatory employers, choose one signatory employer and fill out the form with that employer’s information. Proceed with the following instructions until Step 8.

Please note the following about the agreement summary form:

a. Any information entered will not be saved until the form is submitted.
b. Any field marked with an asterisk ‘*’ is required.
c. You cannot submit the summary form until all required fields are entered and any entry errors are resolved. Fields with errors are highlighted in red.
d. Local unions cannot make changes to forms once they have been submitted. If the form is rejected by the Data and Contracts Department, the form will be unlocked so that the local union can fix and resubmit it.
5. **Work Site Address** refers to the location at which members of this unit work, not the company payroll address.

   a. **For single-employer agreements with multiple worksites**: Enter one address in the worksite address fields and list the full addresses for other worksites in the **Any additional information...** field at the bottom of the form.

   b. **For local master agreements**: Continue filling out the form with information for only one signatory employer until Step 8. Do not add worksite addresses for other employers in the additional information field.
6. All submitted documents must be signed, except wage and fringe benefits documents. Unsigned or partially signed agreements will be rejected. Make sure the document you want to upload is signed.

7. Check that the document you want to upload is a PDF. If you’re not sure, you can try to upload the file (see Step 7a below). Versiform will only allow PDF documents to be uploaded. If your document is not a PDF, see Step 6b for instructions on converting other file types to PDFs.

   a. Attach the document to the agreement summary form by clicking the **Upload** button. Select the file you want to upload from your computer. If Versiform gives you the message “PDF file only please,” see Step 7b.

   b. If your document is not a PDF, use one of the two links provided at the bottom of the agreement summary form for step-by-step instructions on how to convert other file types to PDFs. Upload the PDF file you create.

8. If you are submitting a local master agreement with multiple signatory employers, proceed to the next subsection, titled Local Master Agreement Submission, on page 10. Otherwise, proceed to Step 9.
9. Review your agreement summary form for errors and incomplete fields. Once the form is complete, click the **Submit** button at the bottom of the form.

![Submit button](image)

*Note: If you click the Submit button and nothing happens, try scrolling up to check for any required fields that are not filled in. Blank fields that are required will be highlighted and outlined in red.*

10. You will receive an automated email confirming that your agreement summary form was submitted.

11. If you would like to submit another agreement, generate a new agreement summary form by returning to Step 3 of this section on page 5.
Local/Regional Master Agreement Submission

If you are submitting a local master agreement with multiple signatory employers, you can submit the both the full-text agreement and a list with signatory employers’ information, instead of submitting multiple agreement summary forms for each employer. If you have signature pages for each employer, please upload them with the signatory employer list.

1. Check that the agreement you are submitting qualifies for this type of submission. You may use this type of submission when multiple employers are signed onto an identical local or regional master agreement.

2. Ensure that you have completed Steps 1-7 of the previous subsection (pages 4 – 9) in this guide. All required fields in the agreement summary form should be completed and a copy of the full-text local master agreement should be uploaded.

3. Create a list of signatory employers. The list should include the employer name, nine-digit TITAN employer number (also known as the checkoff or CIE number), worksite address, and the number of members for each employer.

Example Signatory List of Employers for a Local Master Agreement

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>TITAN Employer Number</th>
<th>Worksite Address</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company X</td>
<td>012345678</td>
<td>123 Main Street, Cityville, MD 12345</td>
<td>14</td>
</tr>
<tr>
<td>ABC Company</td>
<td>987654321</td>
<td>5080 Broadway, Metropolis, MD 12345</td>
<td>6</td>
</tr>
<tr>
<td>Company Z, Inc.</td>
<td>123456789</td>
<td>73 Water Street, Springfield, MD 54321</td>
<td>12</td>
</tr>
<tr>
<td>ABCDE, Incorporated</td>
<td>321654987</td>
<td>80 Emerald Road, Greenfield, MD 54321</td>
<td>3</td>
</tr>
</tbody>
</table>
4. Create a PDF. See Step 4a if you are uploading the signatory list alone or see Step 4b if you are uploading the signatory list with individual employer signature pages.

   a. Create a PDF version of the signatory list file by following one of the two sets of instructions at the bottom of the agreement summary form.

   b. Create one PDF with the list and all employer signature sheets by printing the list, then scanning the list and signature sheets as one document.

5. Attach the PDF employer list that you created to the agreement summary form by clicking the second **Upload** button, then selecting the file you want to upload.

6. Review your agreement summary form for errors and incomplete fields. Once the form is complete, press the **Submit** button at the bottom of the form.
Search For and Retrieve Submitted Agreements

Once your electronic agreement summary forms are submitted in Versiform, they will remain stored in the system. Versiform can be a useful tool for local unions to archive contracts, view the status of submissions, and find previously submitted forms.

1. Using the menu on the left-hand side of the screen, hover over the Find Agreement Summaries option. Three sub-menu options will appear: View All, Awaiting IBT Approval, and Approved.

   Descriptions of each sub-menu option for viewing agreements are below:

   a. The View All option will bring you to a page that displays every agreement your local has submitted to the IBT, regardless of its approval status. The agreement status will be either Approved, Awaiting IBT Approval, or Rejected.

   b. Awaiting IBT Approval will bring you to a page with all of your local’s agreement submissions that are Awaiting IBT Approval, meaning they have not yet been reviewed by the IBT Data and Contracts Department.

   c. Approved will bring you to a page with all your local’s submissions that have been accepted and filed in the IBT’s contract database.
2. Find submitted agreement summaries on the page you chose in the previous step. To narrow the records down, you can:

   a. Use the search bar in the top right corner. You can search for many terms, including an employer’s TITAN employer number, name, or address.

   ![Image of Agreement Summaries - All table]

   b. Sort records by clicking on the name of the column you want to sort. Blue arrows indicate which column is sorted and in which direction.

   ![Image of Agreement Summaries - All table with sort arrows highlighted]

3. Check the status of a submission.

   a. **Approved** submissions have been accepted and filed in the IBT’s database.
   
   b. Submissions that are **Awaiting IBT Approval** have not yet been reviewed.
   
   c. **Rejected** submissions were not accepted and need to be fixed and resubmitted by the local union. Duplicates will not need to be resubmitted.

   ![Image of Agreement Summaries - All table with Approved status highlighted]
4. To view a submitted agreement summary form, click on the **Wizard** button on the right-hand side of the agreement summary record you want to view.

   a. Local unions cannot edit forms that are approved or awaiting approval. Rejected forms can be edited and resubmitted.

5. Download previously submitted documents by scrolling down to the bottom of the agreement summary form and clicking on the name of the submitted PDF.