
Teamster Local Union Guide to Electronic Submission of Collective Bargaining Agreements



Data and Contracts Department
International Brotherhood of Teamsters
202-624-6964
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Table of Contents

Overview	1
Create a Versiform Account	1
Submit an Agreement	4
Agreement Submission	4
Local/Regional Master Agreement Submission	10
Search For and Retrieve Submitted Agreements.....	12

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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.



Google Chrome



Microsoft Edge



Mozilla Firefox



Safari

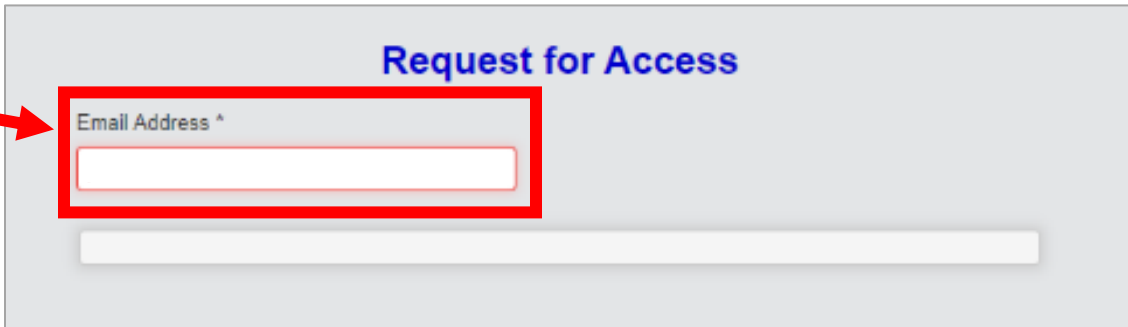


Opera

2. Click the **Register** link to create a new account.

The screenshot shows the IBT login page. At the top left is the IBT logo. Below it is the text "Please enter your user name and password" followed by a blue "Register" link, which is highlighted with a red box and a red arrow. To the right of the "Register" link is the text "if you don't have an account." Below this are two input fields: "Email Address" with a placeholder "email address" and "Password". There is a "Remember Me" checkbox which is unchecked. Below the input fields is a blue link "Forgot Password?". At the bottom center is a blue "Log On" button.

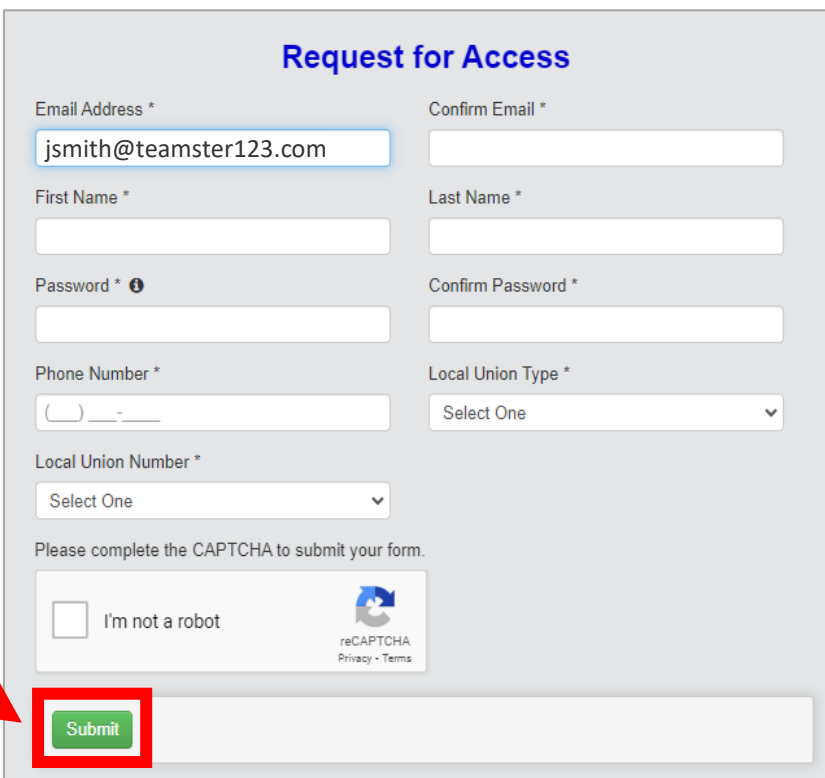
3. Type your local union email address into the textbox. Press the enter key to submit.



The screenshot shows a form titled "Request for Access" with a blue header. Below the header is a single text input field labeled "Email Address *". A red rectangular box highlights this field, and a red arrow points from the left towards the box. Below the highlighted field is a long, empty white bar.

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.



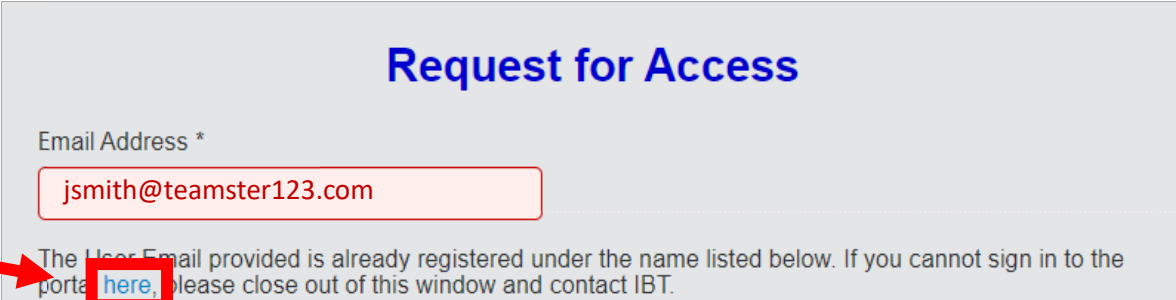
The screenshot shows a registration form titled "Request for Access" with a blue header. The form contains several fields: "Email Address *" (containing "jsmith@teamster123.com"), "Confirm Email *", "First Name *", "Last Name *", "Password *", "Confirm Password *", "Phone Number *" (with a dropdown for area code), "Local Union Type *" (with a dropdown menu), and "Local Union Number *" (with a dropdown menu). Below these fields is a CAPTCHA section with the text "Please complete the CAPTCHA to submit your form." and a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the form is a green "Submit" button, which is highlighted with a red rectangular box and a red arrow pointing from the left.

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.

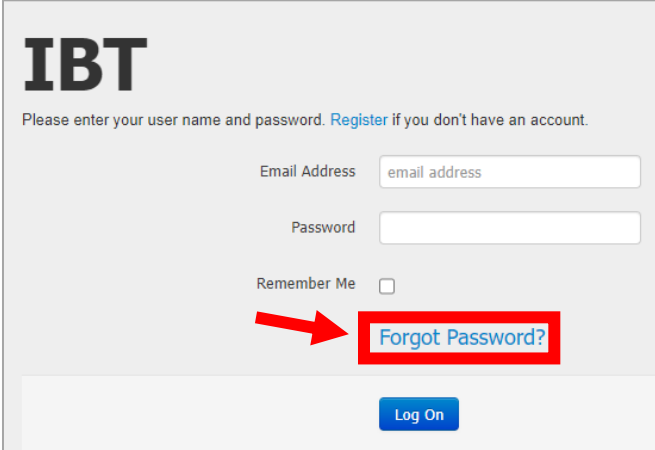
Once you receive an email stating that your request for an account has been approved, you can log into ibt.versiform.net using the email address and password for the account you created.

- 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.



The screenshot shows a web form titled "Request for Access". The "Email Address *" field contains "jsmith@teamster123.com". Below the field, a red arrow points to a message: "The User Email provided is already registered under the name listed below. If you cannot sign in to the portal [here](#), please close out of this window and contact IBT." The word "here" is a blue hyperlink and is highlighted with a red box.

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.



The screenshot shows the IBT login page. The header "IBT" is in large bold letters. Below it, the text says "Please enter your user name and password. [Register](#) if you don't have an account." There are two input fields: "Email Address" with the placeholder "email address" and "Password". Below these is a "Remember Me" checkbox. A red arrow points to a blue button labeled "Forgot Password?". At the bottom is a blue "Log On" button.

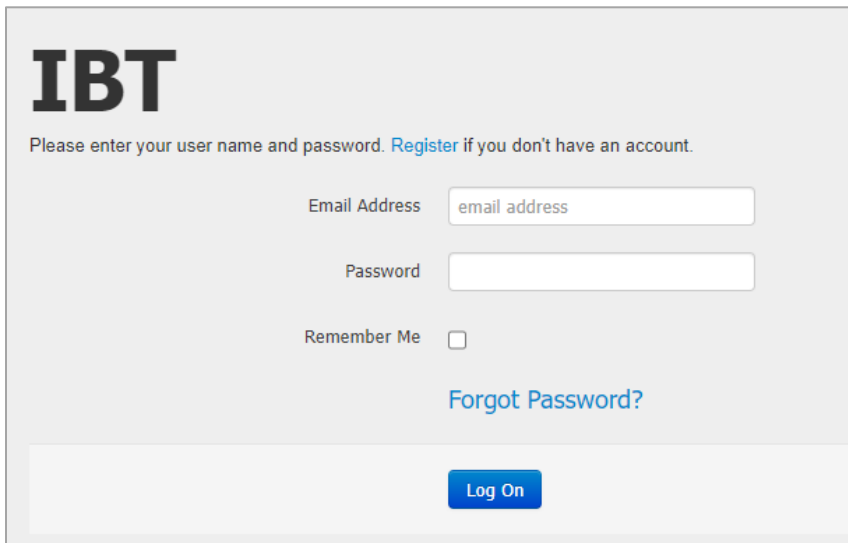
Submit an Agreement

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.



IBT

Please enter your user name and password. [Register](#) if you don't have an account.

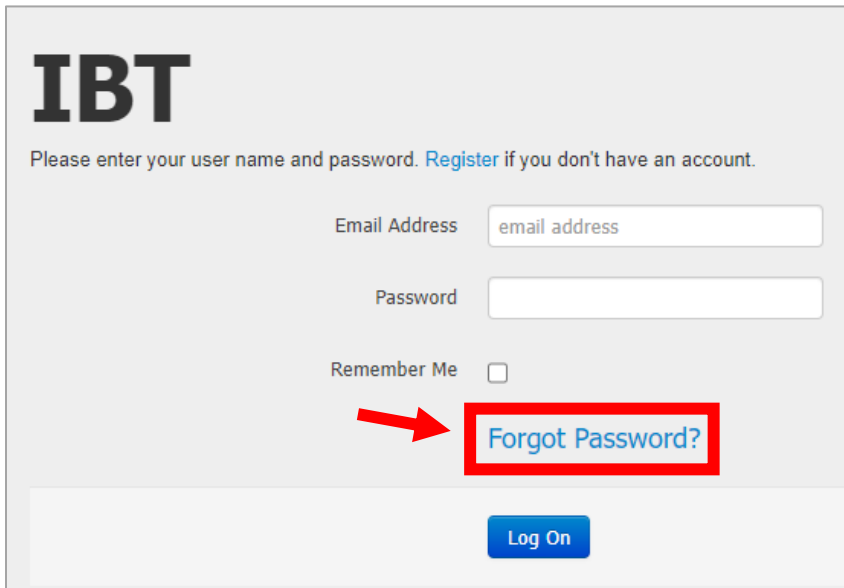
Email Address

Password

Remember Me

[Forgot Password?](#)

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.

Agreement Summary

Agreement Summary Fo

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

Local Union Type
IBT

Local Union Number *
0001

Titan Local Number

Titan Employer Number *

If you do not have a Titan Employer Number, please enter n/a

Employer Name (Include Division) *

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.

Titan Employer Number *

012345678

If you do not have a Titan employer number, please enter nine zeroes.

Employer Name (Include Division) *

COMPANY ABC, INC.

Worksite Address *

1234 GREEN LANE

City * State/Province * Zip Code *

CITYVILLE AB 12345

Does the Employer have a Parent Company? *

YES

NO

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

YES

NO

Any additional information to process agreement:

OTHER WORKSITE ADDRESSES ARE 321 RED STREET, CITYVILLE, AB AND 456 BLUE AVE, METROPOLIS, AB.

Please attach signed contract. *

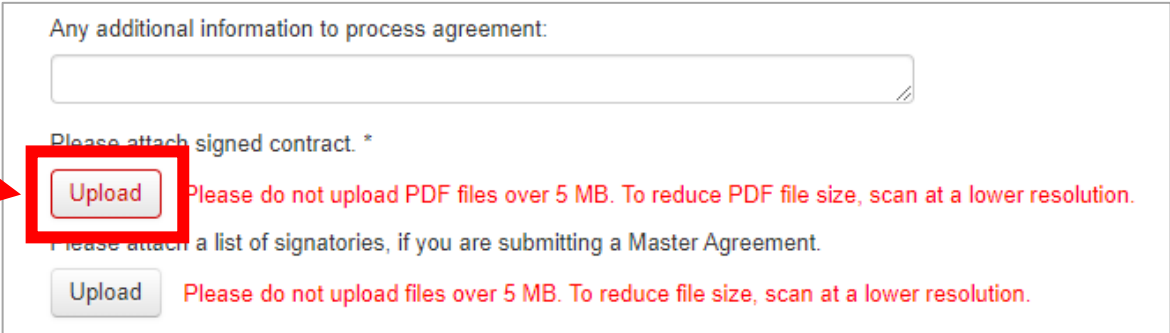
Please do not upload PDF files over 5 MB. To reduce PDF file size, scan at a lower resolution.

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

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

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.



Any additional information to process agreement:

Please attach signed contract. *

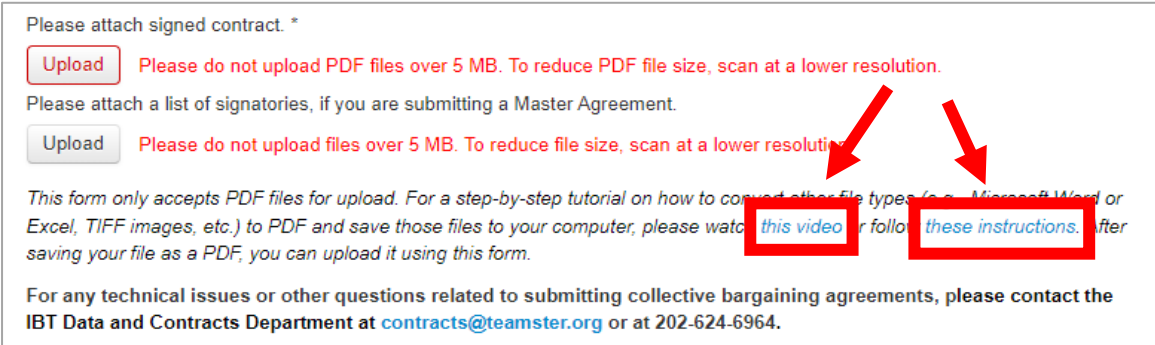
Upload Please do not upload PDF files over 5 MB. To reduce PDF file size, scan at a lower resolution.

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.

A red arrow points to the 'Upload' button for the signed contract.

- 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.



Please attach signed contract. *

Upload Please do not upload PDF files over 5 MB. To reduce PDF 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.

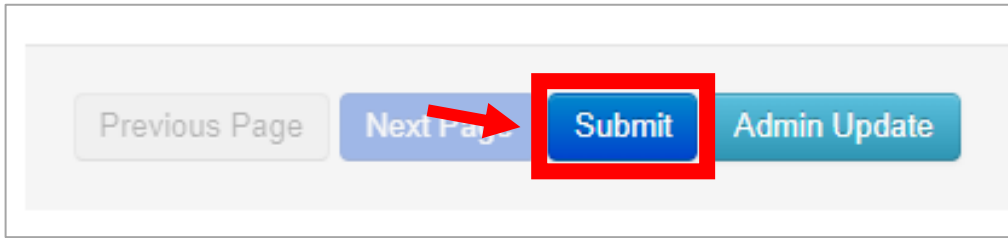
This form only accepts PDF files for upload. For a step-by-step tutorial on how to convert other file types (e.g., Microsoft Word or Excel, TIFF images, etc.) to PDF and save those files to your computer, please watch [this video](#) or follow [these instructions](#). After saving your file as a PDF, you can upload it using this form.

For any technical issues or other questions related to submitting collective bargaining agreements, please contact the IBT Data and Contracts Department at contracts@teamster.org or at 202-624-6964.

Two red arrows point to the links 'this video' and 'these instructions'.

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.



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 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

Employer Name	TITAN Employer Number	Worksite Address	Number of Members
Company X	012345678	123 Main Street, Cityville, MD 12345	14
ABC Company	987654321	5080 Broadway, Metropolis, MD 12345	6
Company Z, Inc.	123456789	73 Water Street, Springfield, MD 54321	12
ABCDE, Incorporated	321654987	80 Emerald Road, Greenfield, MD 54321	3

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.

Please attach signed contract. *

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

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

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

This form only accepts PDF files for upload. For a step-by-step tutorial on how to convert other file types (e.g., Microsoft Word or Excel, TIFF images, etc.) to PDF and save those files to your computer, please watch [this video](#) or follow [these instructions](#). After saving your file as a PDF, you can upload it using this form.

For any technical issues or other questions related to submitting collective bargaining agreements, please contact the IBT Data and Contracts Department at contracts@teamster.org or at 202-624-6964.

Note: In the original image, red arrows point to the 'this video' and 'these instructions' links, which are also enclosed in red boxes.

- 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.

Any additional information to process agreement:

Please attach signed contract. *

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

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

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

Note: In the original image, a red arrow points to the second 'Upload' button, which is enclosed in a red box.

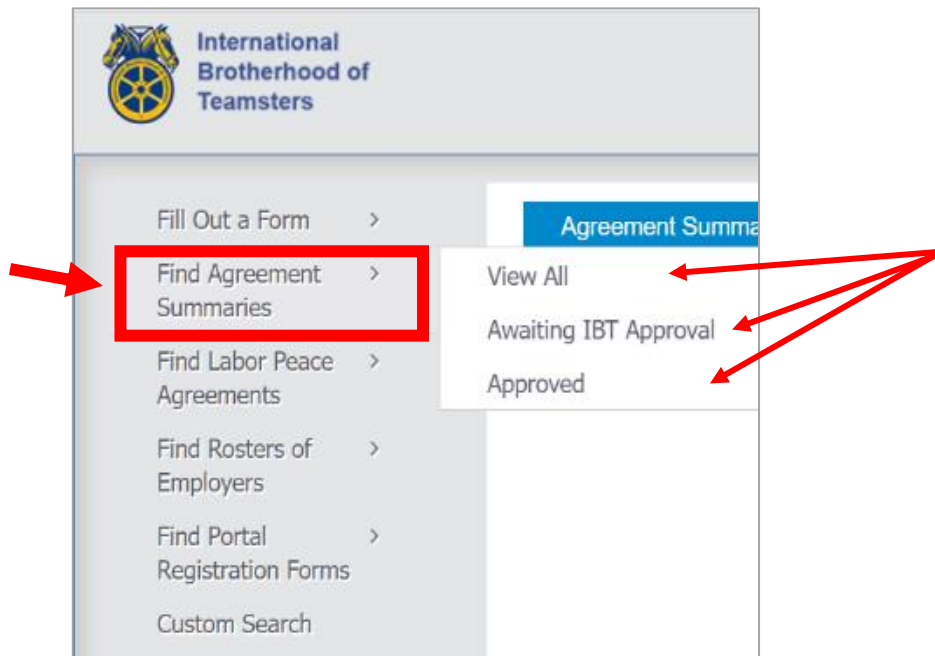
6. Review your agreement summary form for errors and incomplete fields. Once the form is complete, press the **Submit** button at the bottom of the form.

Note: In the original image, a red arrow points to the 'Submit' button, which is enclosed in a red box.

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.

Agreement Summaries - All

10 records per page

Search: Go

Local Union Number	Employer Name	Titan Employer Number	Email Address	Status	Created	Updated	Updated By	
0001	TEST	000000000		Approved	04/21/2023 12:10 PM	06/16/2023 11:59 AM		Wizard

- 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.

Agreement Summaries - All

10 records per page

Search: Go

Local Union Number	Employer Name	Titan Employer Number	Email Address	Status	Created	Updated	Updated By	
0001	TEST	000000000		Approved	04/21/2023 12:10 PM	06/16/2023 11:59 AM		Wizard

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.

Agreement Summaries - All

10 records per page

Search: Go

Local Union Number	Employer Name	Titan Employer Number	Email Address	Status	Created	Updated	Updated By	
0001	TEST	000000000		Approved	04/21/2023 12:10 PM	06/16/2023 11:59 AM		Wizard

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.

Agreement Summaries - All

10 records per page Search: Go

Local Union Number	Employer Name	Titan Employer Number	Email Address	Status	Created	Updated	Updated By	
0001	TEST	000000000		Approved	04/21/2023 12:10 PM	06/16/2023 11:59 AM		Wizard

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.

Please attach signed contract. *

TEST PDF.pdf Remove File Upload a Different File

Please do not upload PDF files over 5 MB. To reduce PDF 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.