American Postal Workers Union, AFL-CIO
Mark Dimondstein, President

APWU MEMBERSHIP
JOIN ONLINE GUIDE

Anna Smith, Organization Director
Joining online can be done via personal computers or mobile phones.

Once on the main page at APWU.org, the User will select the **JOIN APWU** box.
4 POSSIBLE PATHS WHEN SELECTING JOIN APWU

1. Career / PSE Member
2. NM / NMPSE
3. OTHER Member Type
4. Not in APWU Database

*Non-bargaining Unit members do not have access to the Members Only site. Once they are included in the Bargaining Unit (via AP Tape) they are provided Sign In credentials to the Members Only site that follows APWU's standard Sign In format.

**There is a password requirement (of at least 7 characters long) to create an account. However, it is only for that purpose and does not grant access to the Members Only site.
First Name Type the first name and press TAB

Last Name Type the last name and press TAB

Last Four SSN Type the last four digits of the User’s Social Security Number and select FIND

Note: Clicking the eye icon next to the field for ‘Last Four SSN’ will display the digits entered for the user to verify the data entered is correct
If the User **is in our database as a Bargaining Unit Employee** they will receive the message: Great news we found you in our database! Please **SIGN IN** to join online.

Proceed to: **A1: Standard JOIN ONLINE**

If the User **is in our database but not as a Bargaining Unit Employee** they will receive the message: Great news we found you in our database, but we need more information. Please **SIGN IN**.

Proceed to: **Exception - REQUIRES MORE INFO**
If the User **is not in our database** they will receive the message: There are no records. Please create an account.

Proceed to: **NOT IN DATABASE USER**

**NOTE:** If the User is already an APWU Member they will be advised of such and prompted to sign into Members Only.
The log in screen will be the same screen Members currently utilize when logging into the “Members Only” section of the website.

**Username:**
Employee ID (EIN)

**Password:**
Last Name and Last Four Digits of their Social Security Number (No spaces)

Select **SIGN IN**
A2: STANDARD JOIN ONLINE
REVIEW & CONFIRM INFORMATION

Users should review the information on the screen and will need to select the **CHECK BOX** confirming the information is accurate and then select **NEXT**.

If the information is incorrect, the user should stop and contact APWU Organization Department at (202) 842-4227 or Organization@apwu.org.
A3: STANDARD JOIN ONLINE

DEMOGRAPHICS

The DEMOGRAPHICS tab allows editing of the Home Address if necessary. (Editing can be done by selecting the edit symbol on the right side of the screen)

PAYING DUES TO ANOTHER UNION field is utilized when the new member needs to advise APWU Headquarters that a notification must be sent for cancelation of dues to a respective postal union.

NOTE: The LOCAL ADDRESS tab cannot be edited. This does however provide the User with the contact information of their respective Local or State Union.
There is an opportunity for new members to express their desire to play an active role in the APWU by selecting various areas of interest or expertise. *(This information is then forwarded to the Local and State Presidents.)*

Also displayed will be their respective Local or State Organization and the bi-weekly dues amount.

The online 1187 contains the existing disclosure language currently found on the Form 1187.
A5: STANDARD JOIN ONLINE
SIGNING AND SUBMITTING THE 1187

The application is signed by typing the Users’ full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.
The log in screen will be the same screen Members currently utilize when logging into the “Members Only” section of the website.

**Username:**
Employee ID (EIN)

**Password:**
Last Name and Last Four Digits of their Social Security Number (No spaces)

Select **SIGN IN**
The **DEMOGRAPHICS** tab allows editing of the Home Address if necessary. *(Editing can be done by selecting the edit symbol on the right side of the screen)*

On this screen the User will have to complete some additional information.

Users will not be able to access the **CREATE ACCOUNT** and **LOCAL ADDRESS** tab.
There is an opportunity for new members to express their desire to play an active roll in the APWU by selecting various areas of interest or expertise. (This information is then forwarded to the Local and State Presidents.)

The online 1187 contains the existing disclosure language currently found on the Form 1187.

Unlike the regular online join, we are not able to provide Users in this situation with their respective Local or State Organization is or their bi-weekly dues amount.
The application is signed by typing the Users full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.
USERNAME is automatically populated with the User's email address

PASSWORD Type desired password (Must be at least 7 characters long)

NOTE: This password will not carry over to, or permit access to the APWU Members Only section of the website.
Required fields (*)
C2: NOT IN DATABASE USER
DEMOGRAPHICS

PAYING DUES TO ANOTHER UNION field is utilized when the new member needs to advise APWU Headquarters that a notification must be sent for cancelation of dues to a respective postal union.

Users will need to select the CHECK BOX confirming the information is accurate.

Required fields (*)
The application is signed by typing the Users’ full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.
During each Accounting Period (AP) when the APWU receives records from the USPS for all APWU represented employees, our database has been programmed to automatically search for records for both the IN DATABASE but REQUIRE MORE INFO and the NOT IN DATABASE USER. Once there is a match, the 1187 will automatically be processed and the membership status will be updated.

Those who are transferring from other unions and requested to have dues cancelled will still be placed into a “pending” status while awaiting notification that the other respective unions has stopped collecting dues.

On a monthly basis, the Organization Department will mail copies of the 1187s to respective Local or State Presidents when these applications have been processed. New members will also be sent their APWU Membership card.
THANK YOU FOR ALL YOU DO!

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