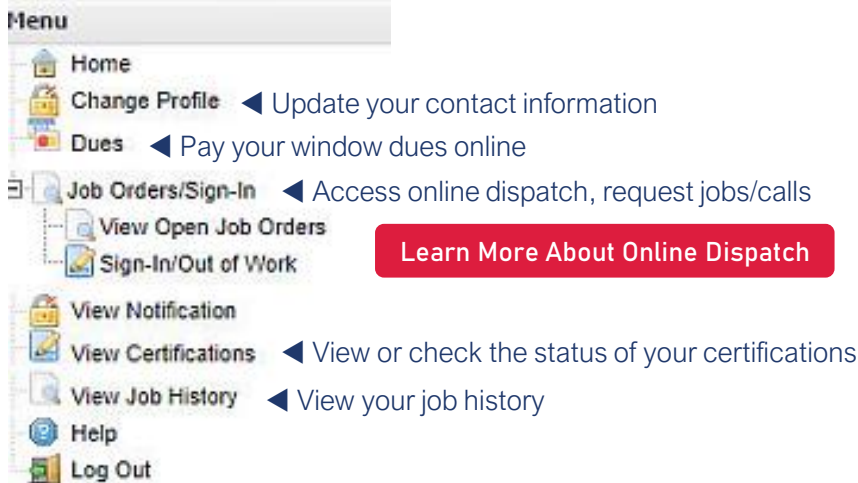**HOW TO**

SIGN IN TO UNION MANAGER
MEMBER PORTAL

*These instructions apply to **469 members only**.*

1. Click **here** to open your member portal.

1. Sign in using these credentials.
   - Your **username** is your seven-digit UA card number, with 469 at the end.

     Example: 1234567469

   - Your **password** is your eight-digit birthdate in the format of MMDDYYYY.

     Example: 12251980

1. Once signed in, use the menu on the left side of the screen to take the desired action.

Menu
- Home
- Change Profile ◄ Update your contact information
- Dues ◄ Pay your window dues online
- Job Orders/Sign-In ◄ Access online dispatch, request jobs/calls
  - View Open Job Orders
  - Sign-In/Out of Work   **Learn More About Online Dispatch**
- View Notification
- View Certifications ◄ View or check the status of your certifications
- View Job History ◄ View your job history
- Help
- Log Out

Your go-to resource for managing many aspects of your union membership.

✓

Check The Status Of Your Certifications

✓

Update Your Contact Information

✓

Pay Your Window Dues

✓

Access Online Dispatch

✓

Request Jobs/Calls

✓

Check Your Job History

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U.A. LOCAL 469
PHOENIX · ARIZONA

TIP: You can get to your member portal anytime from the home page our website **ualocal469.org**.