

REGISTRATION INFORMATION FOR THE MEMBERS PORTAL (eLOCAL).

eLOCAL ALLOWS YOU TO PAY YOUR DUES ONLINE, SEE YOUR OUT OF WORK STATUS, TRAINING CERTIFICATES, COURSE HISTORY, PARTICIAPATION HISTORY, AND UPDATE YOUR PERSONAL INFORMATION.

Before you can access your personal information, you must create an account. In order to create an account, you must have an email address. The information that you provide will be compared to your current Local 79 records to verify your identity.

1. Go to www.local79.org
2. Click on the **Members Portal** button, which you will see on the top, right-hand corner of the home page of Local 79's website. This will bring you to the login page.
3. Click on the round yellow button with the image of the hand in the middle of the screen.
4. Click on the blue **"Sign Up!"** button on the right-hand side of the page.
5. Enter all the information requested.

PLEASE FOLLOW THE INSTRUCTIONS BELOW TO REGISTER:

1. Enter your email address.
2. Confirm your email address.
3. Create a password. Your password must contain six or more characters and must have at least one upper case letter, one lower case letter, and one number. (**Note: Write the password down and keep it in a secure place.**)
4. Confirm your password.
5. Enter the following access code: _____ (Note: This code is case sensitive. It is your personal access code and is only needed for your initial registration.)
6. Enter your Local 79 book number.
7. Enter your first name **exactly** as it appears on the front page of this letter.
8. Enter your last name **exactly** as it appears on the front page of this letter.
9. Enter your date of birth.
10. Once all your information has been entered correctly, click on the orange **"Register"** button at the bottom right hand corner of the screen. (Note: If you have not entered your information correctly, the **"Register"** button will remain gray and you must correct your information.)

When you click on the orange button, you will see a pop up dialog box that lets you know the account has been successfully created. Click **"Got It!"** button. You can then log in on the left side of the screen under **"Sign In"** using your email address and password. The first time you log in, you will be prompted to answer two security questions (which will be useful in case you forget your password in the future). When completed, click the **"Save"** button. This will take you to the main page of **eLocal**. Click on **"Got It!"** button in the middle of page and you can proceed to pay dues or access your personal information.

Note: Future log ins to the site will only require you to enter the **Members Portal** and type in your email address and password in the **"Sign In"** section on the left side of the page.