

How to Use the Membership Portal

Updated 5/6/2021

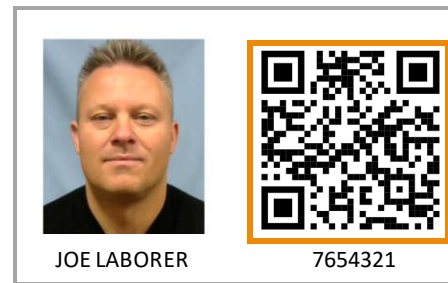
LiUNA!

WISCONSIN LABORERS' DISTRICT COUNCIL

Feel the Power

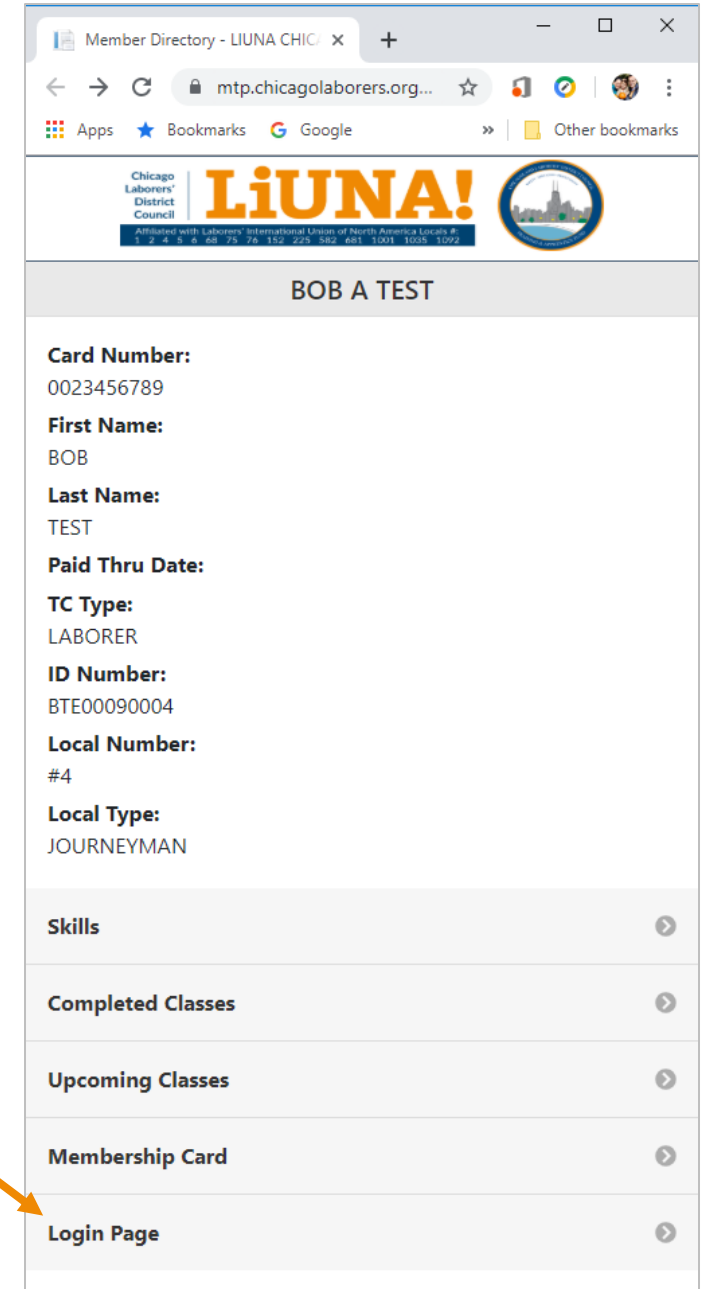
Step 1.0

- If you have your Membership Card...
 - Scan your QR Code with your mobile smartphone*
 - View your **Public Directory** profile
 - At the bottom, click the **Login Page** tab



QR Code

* To scan a QR code, you need a smartphone with a camera and, in some cases, a mobile QR code reader app. FYI – iPhones running iOS 11 (or later) and Androids running Android 9 (or later) can scan a QR code when the camera is turned ON.



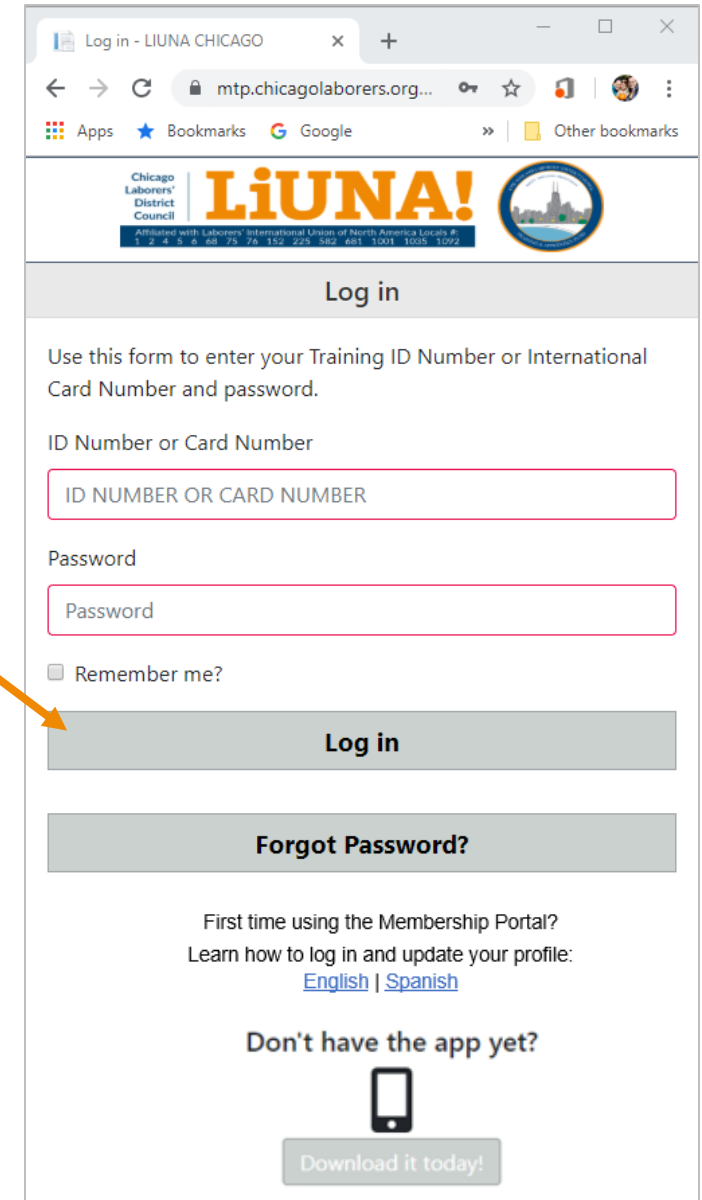
Step 2.0

- Log into the Membership Portal using your...
 - **ID Number** or **International Card Number** and;
 - **Password**
 - Your first-time password is the last four digits of your Social Security number
 - Click the **Log in** button
 - Once you log in with your first-time password, *you will be required to change it*

LIUNA Chicago Membership Card



International Membership Card

A screenshot of a web browser showing the login page for the LIUNA Chicago Membership Portal. The page has a header with the LIUNA! logo and a "Log in" button. Below the header, there is a form with fields for "ID Number or Card Number" and "Password". A "Remember me?" checkbox is also present. An orange arrow points from the "Log in" button on the page to the "Log in" button in the list of instructions. Below the form, there is a "Forgot Password?" link and a section for first-time users with links for "English" and "Spanish". At the bottom, there is a section for downloading the app with a "Download it today!" button.

Step 2.1

- If you don't know or remember your **ID Number** or **International Card Number...**
 - Scan your QR Code on your Membership Card with your mobile smartphone* and view the numbers on your Public Directory page or;
 - Contact your Local and ask them to email you a Profile Email Notification

* To scan a QR code, you need a smartphone with a camera and, in some cases, a mobile QR code reader app. FYI – iPhones running iOS 11 (or later) and Androids running Android 9 (or later) can scan a QR code when the camera is turned ON.

Member Directory - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council **LiUNA!** Affiliated with: Laborers' International Union of North America Locals # 1 2 4 5 6 48 75 76 152 225 582 681 1001 1005 1092

BOB A TEST

Card Number:
0023456789

First Name:
BOB

Last Name:
TEST

Paid Thru Date:

TC Type:
LABORER

ID Number:
BTE00090004

Local Number:
#4

Local Type:
JOURNEYMAN

Skills >

Completed Classes >

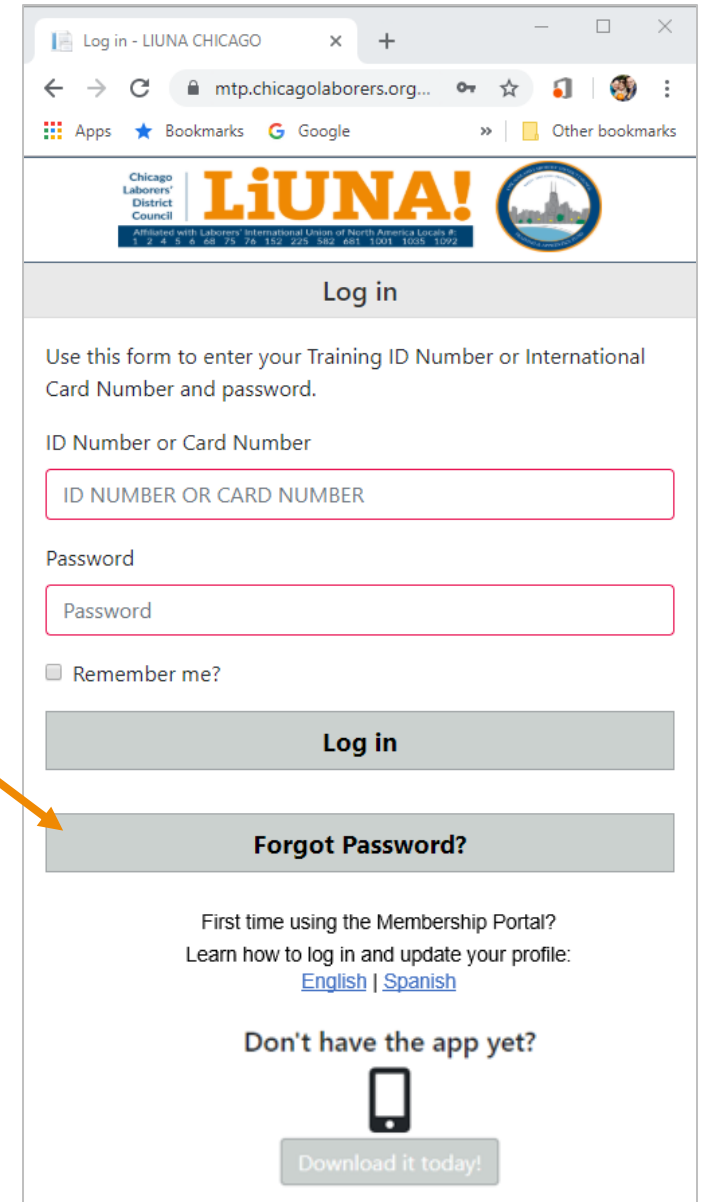
Upcoming Classes >

Membership Card >

Login Page >

Step 2.2

- If you don't remember your password, click the **Forgot Password?** button



The screenshot shows a web browser window with the address bar displaying "Log in - LIUNA CHICAGO" and the URL "mtp.chicagolaborers.org...". The page header includes the "Chicago Laborers' District Council" logo, the "LiUNA!" logo, and a circular seal. Below the header is a "Log in" section with the instruction: "Use this form to enter your Training ID Number or International Card Number and password." The form contains two input fields: "ID Number or Card Number" and "Password". Below these fields is a checkbox labeled "Remember me?". There are two buttons: a grey "Log in" button and a grey "Forgot Password?" button. An orange arrow points to the "Forgot Password?" button. Below the buttons, there is a link for "First time using the Membership Portal?" and a link for "Learn how to log in and update your profile:" with options for "English" and "Spanish". At the bottom, there is a section titled "Don't have the app yet?" with a smartphone icon and a "Download it today!" button.

Log in - LIUNA CHICAGO

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council

LiUNA!

Affiliated with: Laborers' International Union of North America Locals # 1 2 4 5 6 48 75 76 152 225 582 681 1001 1035 1092

Log in

Use this form to enter your Training ID Number or International Card Number and password.

ID Number or Card Number

ID NUMBER OR CARD NUMBER

Password

Password

☐ Remember me?

Log in

Forgot Password?

First time using the Membership Portal?
Learn how to log in and update your profile:
[English](#) | [Spanish](#)

Don't have the app yet?

Download it today!

Step 2.3

- Complete the **Recover Password** form to verify your identity
 - Social Security # with dashes
 - Birth Date
 - Email Address**
 - Last Name
- Check the Security Captcha, **I'm not a robot**, box
- Click the **Continue** button

** To verify your identity and change your password, you will need a valid email address saved to your profile. If needed, contact your Local to add or update your email address.

Recover Password - LIUNA CHICAGO

mtp.chicagolaborer...

Chicago Laborers' District Council

LIUNA!

Recover Password

Please enter all the information below so we can verify your identity.

Social Security #

XXX-XX-XXXX

Birth Date

MM DD YYYY

Email Address

Last Name

Security Captcha

☐ I'm not a robot

reCAPTCHA Privacy • Terms

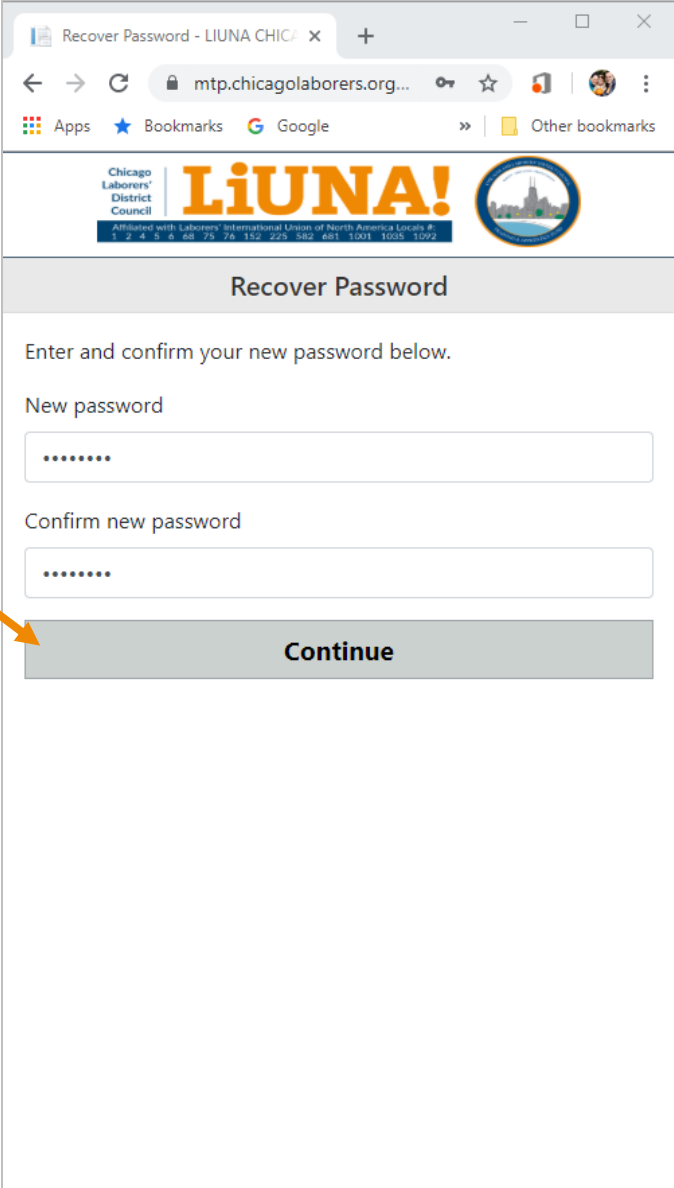
Continue

Step 2.4

- Enter and confirm your new password and then click **Continue**

IMPORTANT

- New password must be different from the current password
- Password must contain both letter and number characters
- The minimum length for a password is 3 characters



Recover Password - LIUNA CHIC

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council

LiUNA!

Recover Password

Enter and confirm your new password below.

New password

.....

Confirm new password

.....

Continue

Step 3.0

- When you first log into your profile...
 - If you don't have an email address** saved to your profile, you will be asked to submit one
 - Enter an email address in the **Attention** box and your profile will be automatically updated

** To verify your identity and change your password, you will need a valid email address saved to your profile.

My Profile - LIUNA CHICAGO

mtp.chicagolaborers.org...

Chicago Laborers' District Council

LIUNA!

My Profile

Name
BOB A TEST

SSN
NOT SHOWN

Attention

We do not have your email address on file. Please enter your email address below.

Enter email

Submit Close

Address
1234 BLUE ROAD
JOLIET, IL 60638

Country/County

Phone
330-467-5222

Misc Phone

Mobile Phone
330-467-5222

Step 4.0

- When viewing the **My Profile** page...
 - Review and verify that all your profile information is up to date

My Profile - LIUNA CHICAGO

mtp.chicagolaborers.org...

Chicago Laborers' District Council

LiUNA!

My Profile

Name
BOB A TEST

SSN
NOT SHOWN

Card Number
0023456789

TC Status
ACTIVE

TC Type
LABORER

List Position

Address
4147 YELLOW BRICK ROAD
JOLIET, IL 60638

Country/County

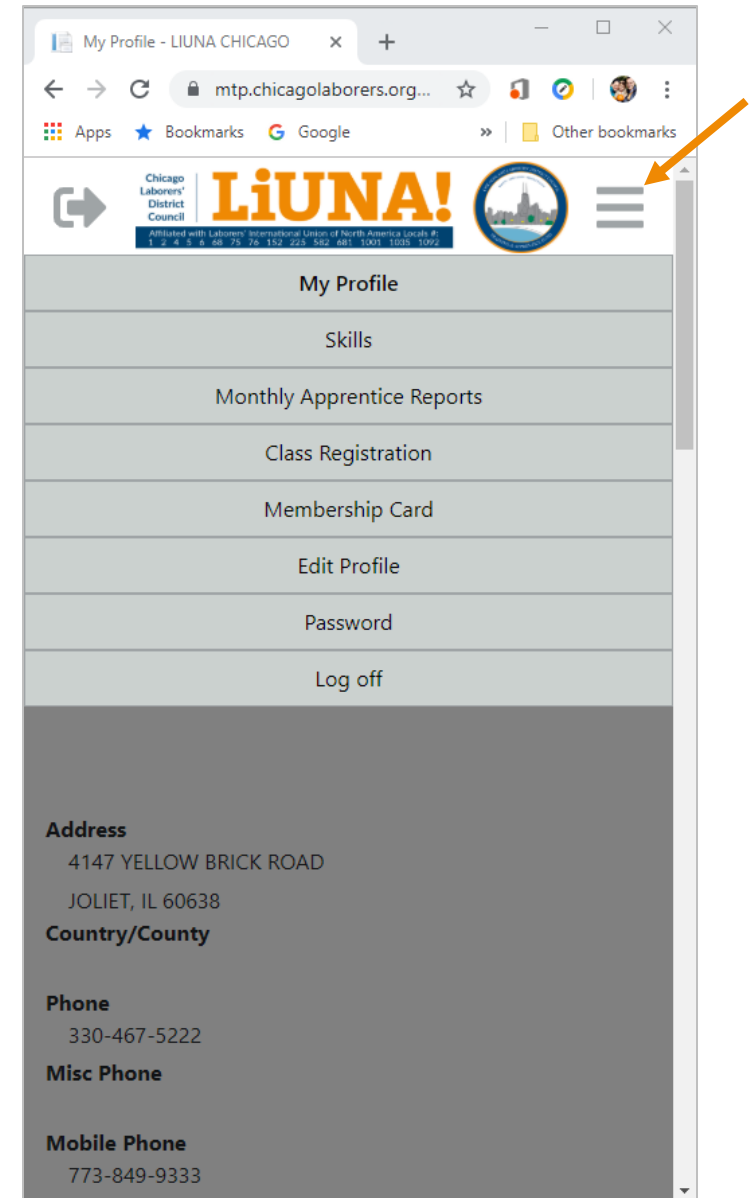
Phone
330-467-5222

Misc Phone

Mobile Phone
773-849-9333

Step 4.1

- Review other membership profile information when you click the **three bar menu**
 - Skills
 - Monthly Apprentice Reports
 - Class Registration
 - Membership Card
 - Edit Profile
 - Password
 - Log off

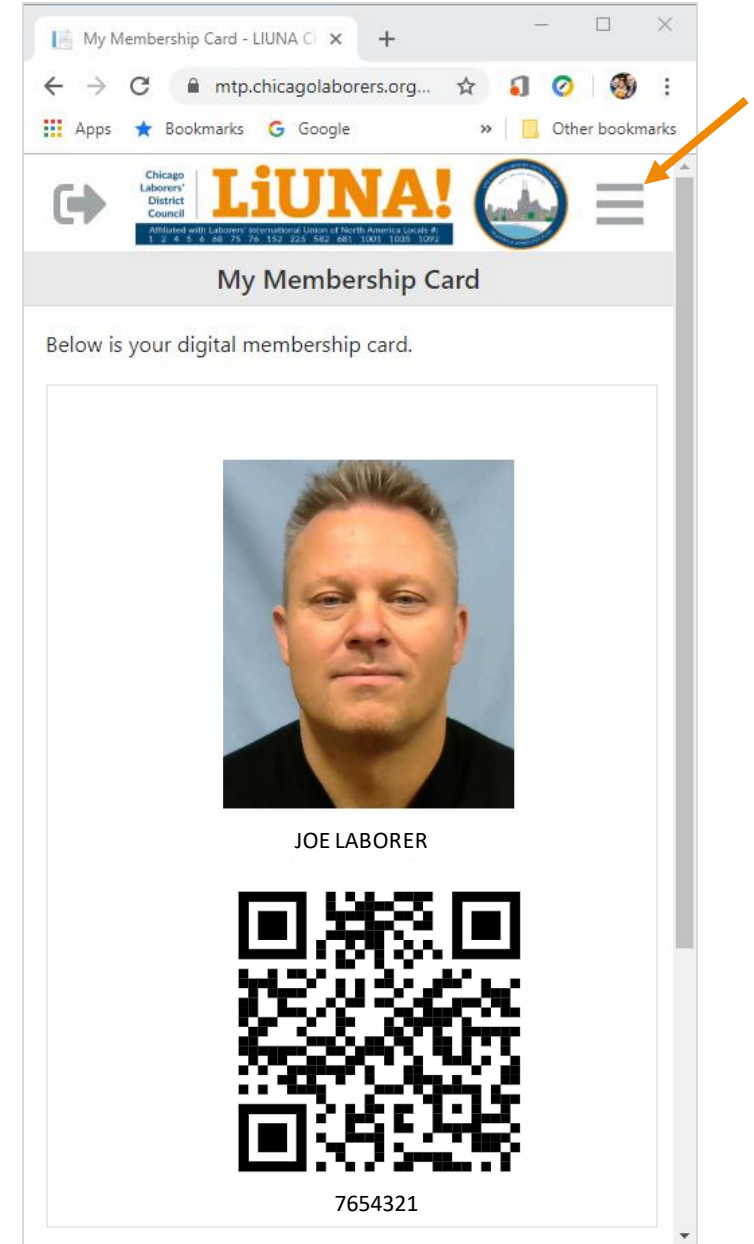


Step 4.2

- After you click the three **three bar menu** and select **Membership Card** tab to view your digital membership card

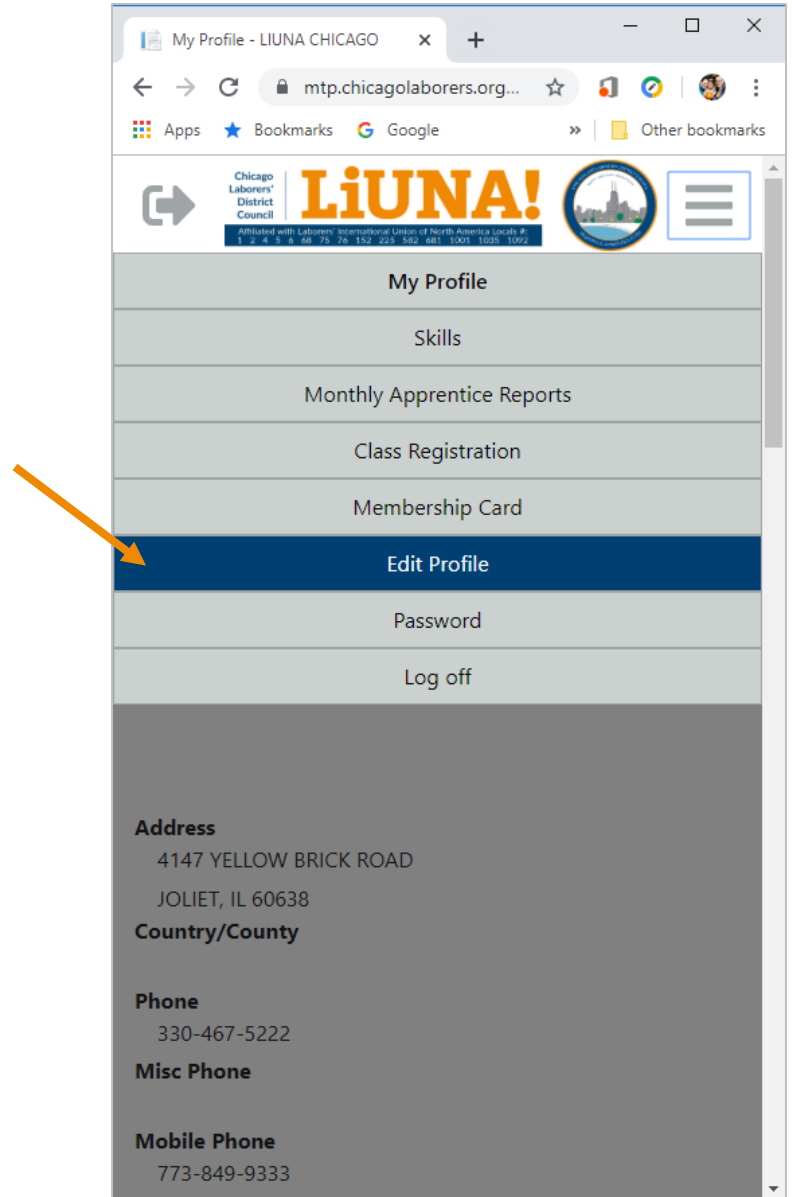
SUGGESTION

- With your mobile smartphone, take a photo of your *physical* membership card or save a screenshot of your *digital* membership card so you can easily find it when needed.



Step 5.0

- To update your profile, when needed, click the **three bar menu** and select the **Edit Profile** tab



Step 5.1

- For online security reasons...
 - Before you can update your profile, your identity needs to be verified with a confirmation number, also known as two-factor authentication
- Your confirmation number can be received in one of two ways:
 1. **By Text Message**
 2. **By Email**
- If you can verify your identity with a text message or email, proceed to **Step 5.5**

Submit Corrections - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council LiUNA! Affiliated with Laborers' International Union of North America Locals #: 1 2 4 5 6 68 75 76 152 225 502 601 1001 1035 1092

Submit Corrections

To verify your identity, we will send a confirmation number to your phone or email address. Choose how you want to receive the number, then click Continue.

By Text Message:

☐ xxx-xxx-5222

☐ xxx-xxx-9333

By Email:

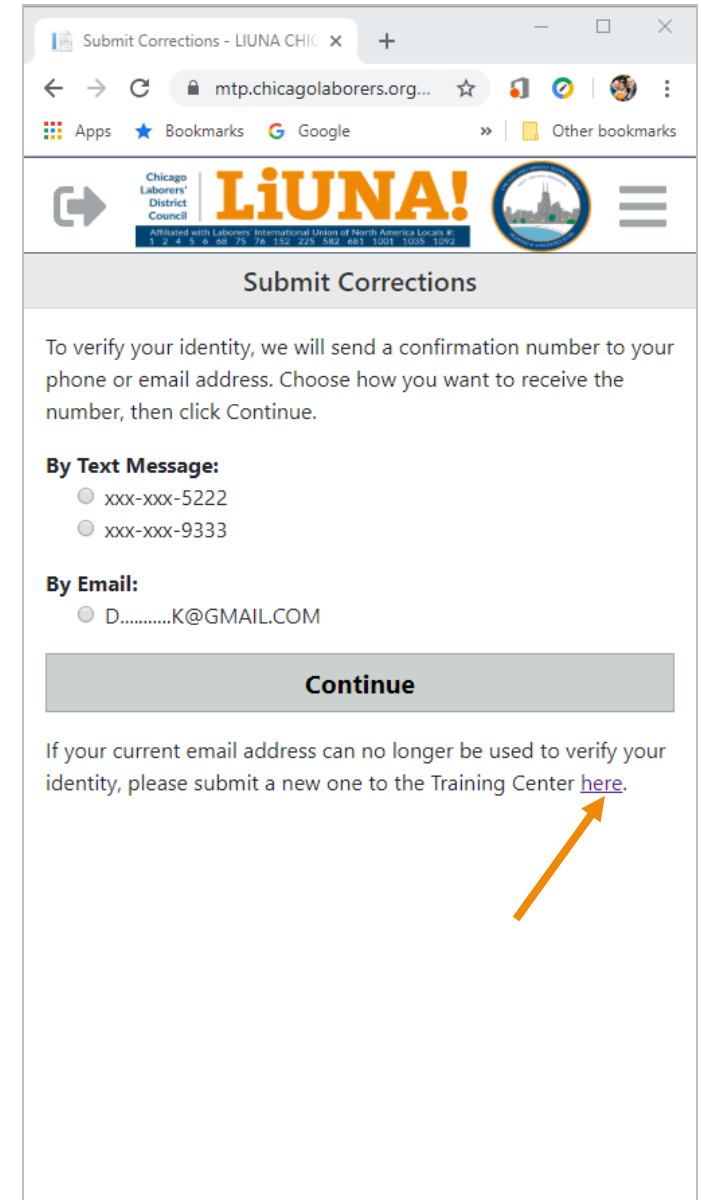
☐ D.....K@GMAIL.COM

Continue

If your current email address can no longer be used to verify your identity, please submit a new one to the Training Center [here](#).

Step 5.2



- If the email address displayed is invalid or you don't have one saved in your profile...
 - Click the **here** link to submit a new email address



Submit Corrections - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council **LIUNA!**  

Affiliated with Laborers' International Union of North America Locals #: 1 2 4 5 6 68 75 76 155 225 502 601 1001 1035 1092

Submit Corrections

To verify your identity, we will send a confirmation number to your phone or email address. Choose how you want to receive the number, then click Continue.

By Text Message:

- ☐ xxx-xxx-5222
- ☐ xxx-xxx-9333

By Email:

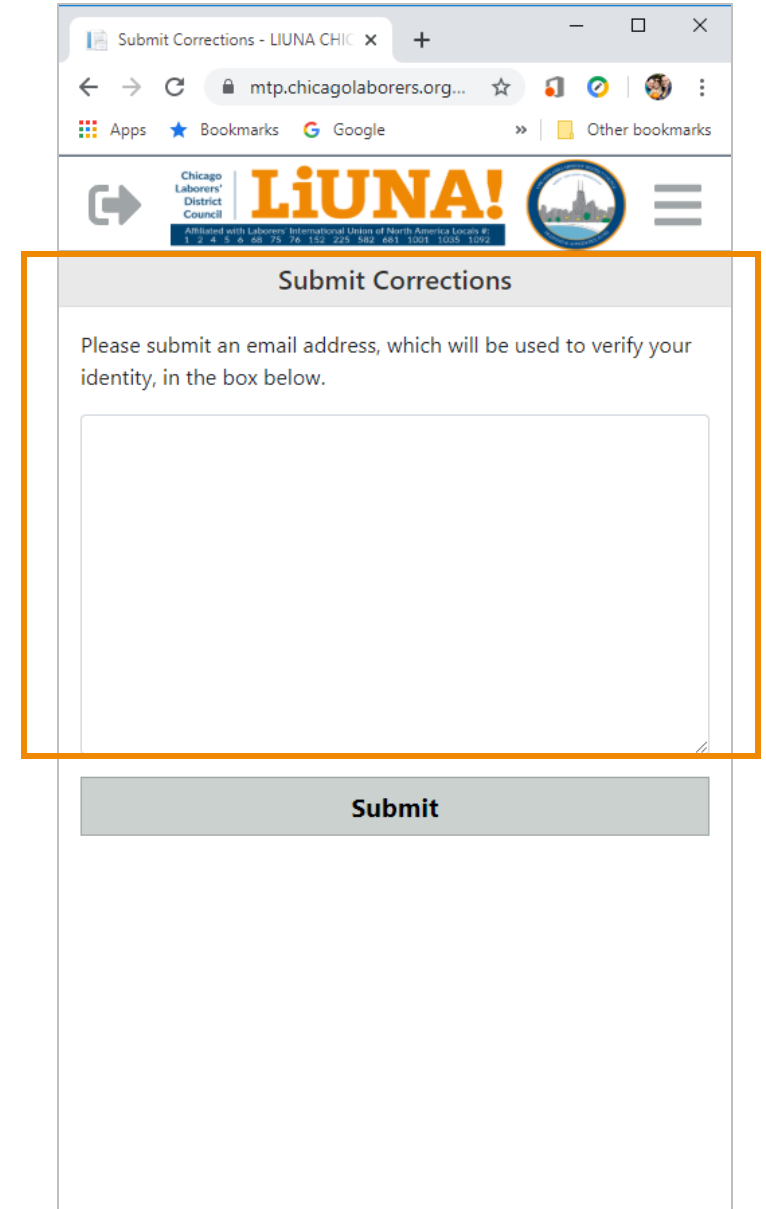
- ☐ D.....K@GMAIL.COM

Continue

If your current email address can no longer be used to verify your identity, please submit a new one to the Training Center [here](#).

Step 5.3

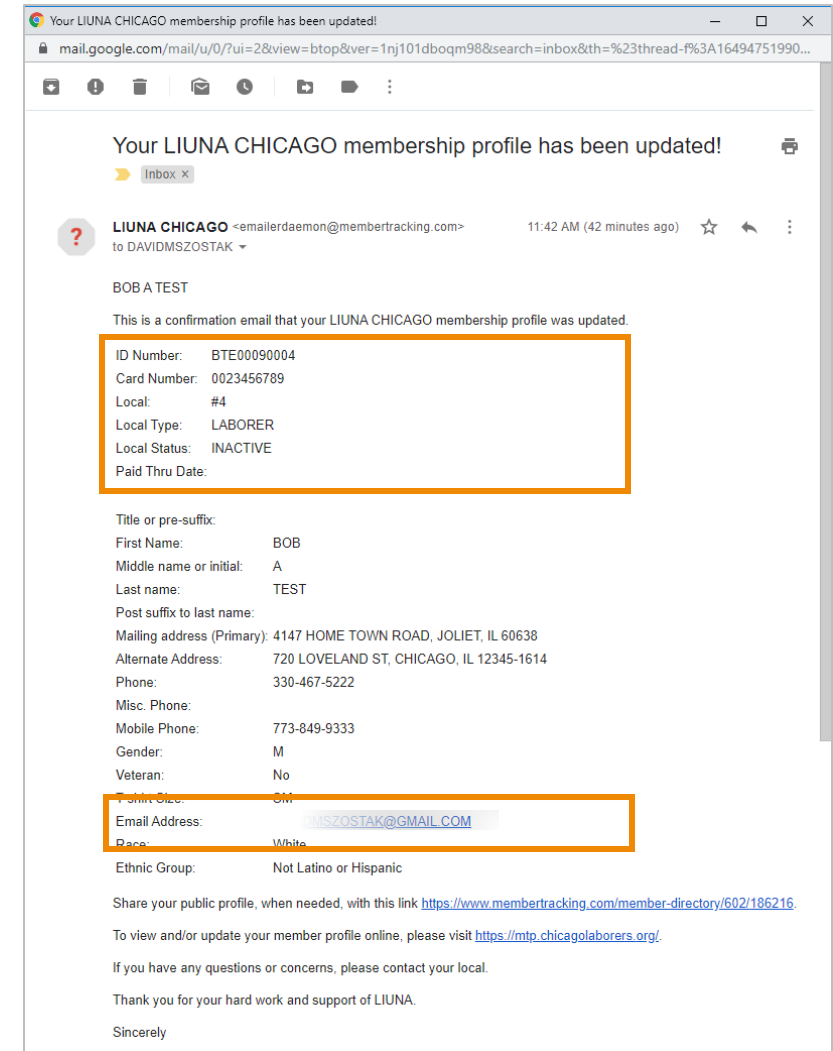
- Enter your updated email address and click **Submit**



The screenshot shows a web browser window with the address bar displaying 'mtp.chicagolaborers.org...'. The page header includes the 'Chicago Laborers' District Council' logo, the 'LiUNA!' logo, and a circular seal. Below the header, the page title is 'Submit Corrections'. The main content area contains the text: 'Please submit an email address, which will be used to verify your identity, in the box below.' Below this text is a large, empty rectangular input box. At the bottom of the page, there is a grey button labeled 'Submit'.

Step 5.4

- When your email address is updated by LIUNA Wisconsin...
 - You will receive a **Profile Email Notification** that will display your membership information
 - With your new email address updated, go back to **Step 1.0** and log into the Membership Portal again



Step 5.5

- After receiving your confirmation number in **Step 5.1** by either...
 - A **Text Message** or;
 - An **Email**



LIUNA Wisconsin > Your confirmation number is 11221

Now

- Enter in the confirmation number and click **OK**

Submit Corrections - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council **LIUNA!** Affiliated with Laborers' International Union of North America Locals #: 1 2 4 5 6 68 75 76 152 225 502 601 1001 1035 1092

Submit Corrections

Shortly you will receive a message with the confirmation number. You have up to 10 minutes to enter this confirmation number below.

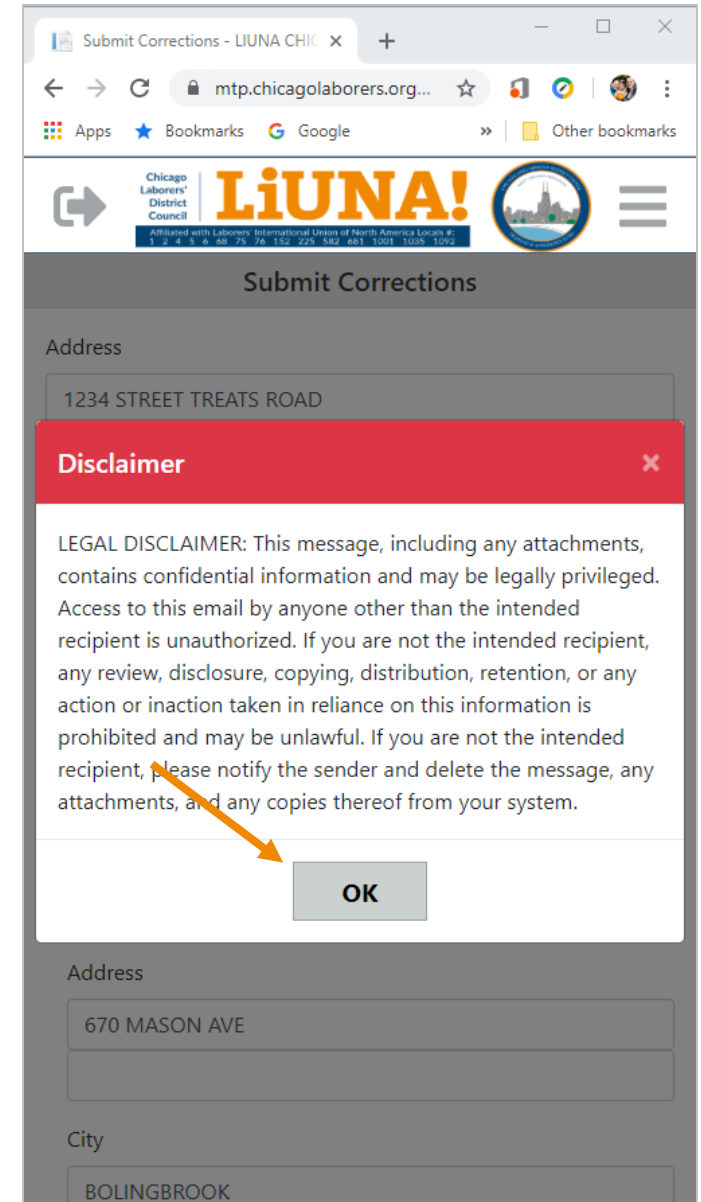
Confirmation Number

OK

To receive another confirmation number, click [here](#).

Step 5.6

- Click **OK** to the disclaimer message



The screenshot shows a web browser window with the address bar displaying 'mtp.chicagolaborers.org...'. The page header includes the 'Chicago Laborers' District Council' logo, the 'LiUNA!' logo, and a list of affiliated unions. The main heading is 'Submit Corrections'. Below this, there is a form with the following fields:

- Address:** 1234 STREET TREATS ROAD
- Address:** 670 MASON AVE
- City:** BOLINGBROOK

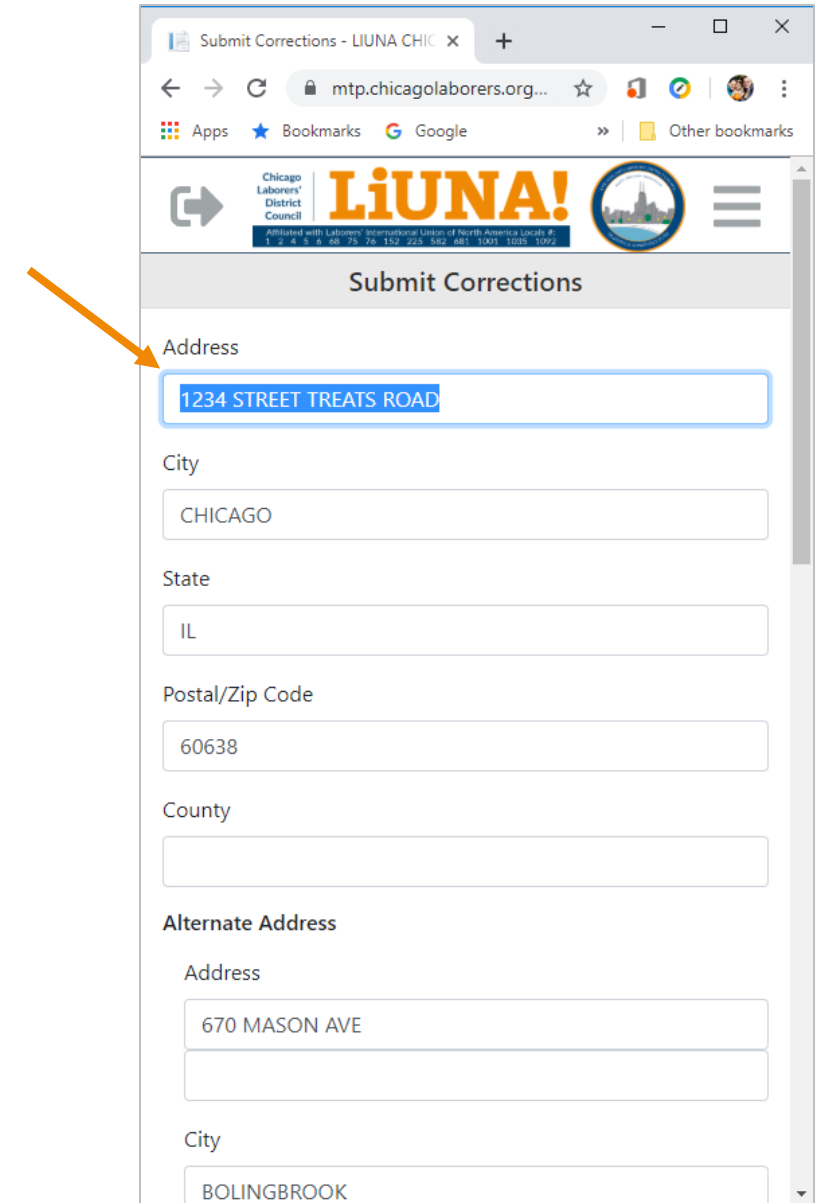
A red 'Disclaimer' modal box is overlaid on the form. It contains the following text:

LEGAL DISCLAIMER: This message, including any attachments, contains confidential information and may be legally privileged. Access to this email by anyone other than the intended recipient is unauthorized. If you are not the intended recipient, any review, disclosure, copying, distribution, retention, or any action or inaction taken in reliance on this information is prohibited and may be unlawful. If you are not the intended recipient, please notify the sender and delete the message, any attachments, and any copies thereof from your system.

An orange arrow points from the 'OK' button at the bottom right of the disclaimer box to the 'City' field in the form below.

Step 6.0

- Update your profile as needed



Submit Corrections - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council

LiUNA!

Affiliated with Laborers' International Union of North America Locals # 1 2 4 5 6 60 75 76 152 225 582 681 1001 1035 1092

Submit Corrections

Address

1234 STREET TREATS ROAD

City

CHICAGO

State

IL

Postal/Zip Code

60638

County

Alternate Address

Address

670 MASON AVE

City

BOLINGBROOK

Step 6.1

- After you've finished updating your profile, scroll down to the bottom of the page and click **Submit**

Submit Corrections - LIUNA CHIC x +

mtp.chicagolaborers.org...

Apps Bookmarks Google Other bookmarks

Chicago Laborers' District Council

LiUNA!

Affiliated with Laborers' International Union of North America Locals #:
1 2 4 5 6 68 75 76 152 225 582 681 1001 1015 1092

DAVIDMSZOSTAK@GMAIL.COM

T-Shirt Size

XL

Race

☒ White

☐ Black or African American

☐ Asian

☐ American Indian or Alaskan Native

☐ Native Hawaiian or Other Pacific Islander

Ethnicity

☐ Latino or Hispanic Ethnicity

Gender

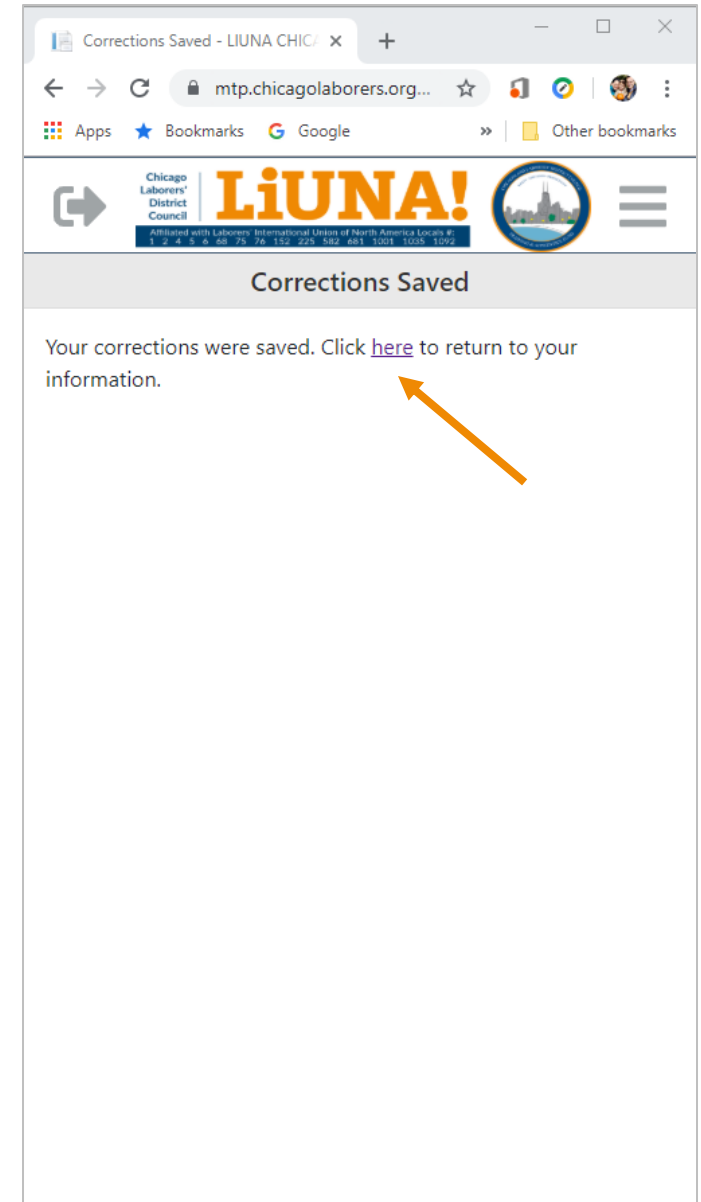
Male

☒ Veteran

Submit

Step 6.2

- When your updates or corrections have been saved, click the **here** link to return to the **My Profile** page



Step 7.0

- You will always receive a **Profile Email Notification** after your profile has been updated
- When the email is received, review and verify the updated information

