

HOW TO ACCESS THE NEW LOCAL 18 MEMBERS PORTAL

Follow these 10 steps to make your way to the new Members Portal and Activate your account:

1. Go to our website: www.local18.ca
2. Go to the tab TRAINING CENTRE in the menu and click on **Members Training Portal**.
3. You will need to activate your account the first time you visit the Portal. Click on MEMBER SIGN IN in the top right hand corner. Then, click on ***I need to Activate My Account***.
4. Complete the Account Activation Form. All of your personal information needs to correctly match our system file for you to successfully activate your account. Please refer to the included Member Information Verification Notice to find the info we have on file for you and enter it exactly as shown. **Should there be an error or change needed to your personal information, please contact us immediately,** as this may prevent you from being able to active your account online.
5. Enter your email address- ensure it is an email account you regularly check, as this will be the main form of contact with you for upcoming training courses and other communication from Local 18.
6. Select a password, refer to rules on the form for how to make a safe and acceptable password.
7. Scroll through and read the Terms and Conditions to the end, and check the box to confirm you have done so (you cannot check the box until you read the terms and scroll to the end).
8. Enter the Security Code as shown (it is not case sensitive- does not need to be capital letters if shown that way).
9. Click on Activate My Account to finalize your activation.
10. You will be alerted with a memo if all was entered correctly and prompted to log back in again through the Member Login Form. If an error occurred, please try again and ensure you have completed all the steps listed, as well as double check your personal information again.