# Carpenters.org Member Account Creation

# **UBCINFORMATION TECHNOLOGY**

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### Member Account Creation

1. Navigate to the Carpenters.org website. Select the Members link from the home screen.



2. Under the "Managing Member Info & Benefits" heading, select "Members: Update Your Contact Information".

Not yet a member? Join the UBC by Contacting Your Nearest UBC Council	•	Member Benefits, Pensions, Wage Information, & Job Availability	0
Whether you're a seasoned construction veteran or so	meone	This information is available from your Local Unio	n or Regional
seeking to start a career through our acclaimed appren	ticeship	Council. If you do not have that contact information	on, CLICK HERE
and training programs, joining the UBC is a great way t	o take your	to find your Regional Council. They can provide th	is information
career to the next level. If you have what it takes to be	part of our	to you.	
Regional Council closest to you	uie		

3. Click the "First Time? Register Here!" button.



\* - denotes a required field

- 4. Enter the following information. If you do not know your UBC Member ID please contact your Local Union Office or your Regional Council for assistance <u>https://www.carpenters.org/regional-council/</u>
  - UBC Member ID This can be found on your Training Verification Card (TVC)
  - Last Name
  - Birth Date
  - Username Must be unique and can be of your own choosing.
  - E-mail address

Check the "I'm not a robot" box then click the "submit" button.

#### Register / Create an Account

UBC Member ID *	U55556666	:
Last Name *	Carpenter	
Birth Date *	01/01/1975 Format: YYYY-MM-DD or MM/DD/YYYY	-
Username *	George.Carpenter	
E-mail Address *	gcarpenter@carpenters.org	
-	m not a robot	
	Submit Cancel	

#### 5. If submission is successful you see the following screen:

#### Register / Create an Account

A verification email has been sent to @carpenters.org. Follow the instructions in the email to complete registration within the next 48 hours.

If you do not receive the email within the next 15 minutes, please check the following:

- Verify that the email address provided is correct. If not CLICK HERE to re-register.
- Look for the e-mail in the Junk/Spam folder.
- CLICK HERE to re-register using an email address from a different email provider.

You will receive a verification e-mail with 5 to 10 minutes, be sure to check your spam folder. If the email does not arrive you will need to re-register using a different e-mail address. This can be done by clicking the "CLICK HERE to re-register" link and repeating step 4 of this guide.

6. Upon receiving the e-mail, click on the "Verify Account for Carpenters.org" button.

To .	Mon 2/5/2018 12:36 PM United Brotherhood of Carpenters <info@carpenters.org> UBC: New account verification</info@carpenters.org>
	UBC Authentication Portal
	Hello ,
	A new account was requested for the United Brotherhood of Carpenters website (carpenters.org) using this email address If this is correct, click the button below to confirm your account and complete the registration process. The registration process must be completed within the next 48 hours.
	If you did not request this account, no fu <del>rther action is required.</del> Regards, UBC Authentication Portal
	If you're having trouble clicking the "Verify Account for Carpenters.org" button, copy and paste the URL below into your web browser. https://auth- staging.carpenters.org/verify/JDJ5JDEwJGUwRm5PWG5sL0JGeWpGQTdYS3InRmVTOHVgdmJNUmxZMnJ5bjdwb05aYTiLandTc2Mxci4u

7. Enter a new password and then confirm your new password in the fields provided. Be sure your password meets the minimum requirements, then click the "Submit Button"

Change Password	* - denotes a required field
Thank you for verifying your accou	unt and using email address [ @carpenters.org]
Please select a password:	
New Password *	•••••
Confirm New Password *	•••••
	1. Passwords must be at least eight characters long
	2. Must contain characters from three of these four
	categories:
	<ul> <li>Uppercase characters (A thru Z)</li> </ul>
	<ul> <li>Lowercase characters (a thru z)</li> </ul>
	<ul> <li>Base 10 digits (0 through 9)</li> </ul>
	<ul> <li>Non-alphanumeric characters:</li> </ul>
	~!@#\$%^&*+=`\\(){}[];;\'''><,?/
(	Submit Cancel

8. If successful, the following screen will appear and you will be able to login to your account using your new Username and Password.

THE UNITED	SIGN IN TO YOUR ACCOUNT
BROTHERHOOD OF	Registration successful. Please log in.
CARPENTERS AND	Email updated.
JOINERS OF AMERICA	Username
	Password
Get access to the latest union news,	
events and topics that are relevant to	
you.	FORGOT USERNAME / FORGOT PASSWORD / HELP

### Forgot Username

If you have forgotten your username please follow these steps to retrieve it.

1. Click the "Forgot Username" link from the login screen.

THE UNITED	SIGN IN TO YOUR ACCOUNT
BROTHERHOOD OF	Usemame
CARPENTERS AND	Password
JOINERS OF AMERICA	
Get access to the latest union news, events and topics that are relevant to you.	FORGOT USERNAME / FORGOT PASSWORD / HELP

 Enter your UBC Member ID - This can be found on your Training Verification Card (TVC) then enter the e-mail address originally used to sign up for your account and click submit. If you do not know your UBC Member ID or the e-mail address used to create your account please reach out to your Local Union Office or Regional Council for assistance <a href="https://www.carpenters.org/regional-council/">https://www.carpenters.org/regional-council/</a>

Request Username		<ul> <li>denotes a required field</li> </ul>
If the information entered matches our records, a ver	ification email will be sent to the specified email address. Follow the instructions in th Username.	e email to retrieve your
UBC Member ID *	U55556666	
E-mail Address *	gcarpenter@carpenters.org	
	I'm not a robot	
(	Submit Cancel	

3. If the submission is successful, you will receive an e-mail containing a link to your username within 10 minutes.

4. Upor	receiving the e-mail, click on the "Request Username" button.
То	Tue 2/6/2018 9:24 AM United Brotherhood of Carpenters <info@carpenters.org> Username Request for Carpenters.org</info@carpenters.org>
	UBC Authentication Portal
	Hello!
	A Username request was submitted to the United Brotherhood of Carpenters website (carpenters.org) for an account associated with this email address ( <u>@carpenters.org</u> ). If this is correct, click the button below to verify your email address and retrieve your Username. Request Username
	Regards, UBC Authentication Portal
	If you're having trouble clicking the "Request Username" button, copy and paste the URL below into your web browser: <a href="https://auth-staging.carpenters.org/username/verify/%242y%2410%240">https://auth-staging.carpenters.org/username/verify/%242y%2410%240</a> 2410%240Gjli95rzj9Vw9kycAmSJOKiVqQzzKAktAlLe6ciMkNyhRkugzePC

5. You will then be directed to a screen displaying your username and an option to log into carpenters.org.





## Forgot Password

If you have forgotten your password please follow these steps to retrieve it.

1. Click the "Forgot Password" link from the login screen.

THE UNITED	SIGN IN TO YOUR ACCOUNT
BROTHERHOOD OF	Username
CARPENTERS AND	Password
JOINERS OF AMERICA	
Get access to the latest union news, events and topics that are relevant to you.	FORGOT USERNAME / FORGOT PASSWORD / HELP

 Enter your UBC Member ID, this can be found on your Training Verification Card (TVC), then enter the e-mail address originally used to sign up for your account and click submit. If you do not know your UBC Member ID or the e-mail address used to create your account please reach out to your Local Union or your Regional Council for assistance <a href="https://www.carpenters.org/regional-council/">https://www.carpenters.org/regional-council/</a>

Password Reset Request		* - denotes a required field
If the information entered matches	our records, we will email you a one-time login and instructions to reset your passw	ord.
UBC Member ID *	U55556666	
E-mail Address *	gcarpenter@carpenters.org	
	V I'm not a robot	
(	Send Request Cancel	

3. If the submission is successful, you will receive an e-mail containing a link to retrieve your password within 10 minutes.

4. Upon receiving the e-mail, click the "Reset Password" button.

To Connect Social	an Iss Mi d Brotherhood of Carpenters <info@carpenters.org> : Password</info@carpenters.org>
	UBC Authentication Portal
Hello! You are red	ceiving this email because we received a password reset request for your account.
lf you did n Regards, UBC Authe	of request a password reset, no further action is required.
it you're havtog https://auth.car 3D	a bookle dicking the "Root Password" butter, sopy and pack the URL bolow Into your web browser: pendens organisment/shaned_vrbcmtst/vst201MB wt2 tot1a/telc/thowHB color/LD polici2000FsQmtht0b/HX #ZEGLADMYN/JQOWFsY IE Minny LUBL HED diver XD 201X/VV12/VNHUHT1K/V2HEIMASmu2ROADYSHEINER/RHNJ2010CHE URUM/CMV13/MHEHMETTIMI22/ULBETOS
	in 2018 UNIX Automatication Profile Ad Agetto inserved.

5. A new webpage will load asking you to confirm your Username, and then create and confirm your New Password. When you have filled out all of the required fields, click the "I'm not a robot" button, then click "Submit".

Change Password		* - denotes a required field
UBC Member ID *	U-	
E-mail Address *		
Username *	George.Carpenter	
New Password *		
Confirm New Password *	••••••	
	1. Passwords must be at least eight characters long     2. Must contain characters from three of these four categories:	

## Update Password

- 1. Navigate to the Carpenters.org website. Select the Members link from the home screen.
- 2. Under the "Managing Member Info & Benefits" heading, select "Members: Update Your Contact Information".

Not yet a member? Join the UBC by Contacting Your Nearest UBC Council	Member Benefits, Pensions, Wage Information, & Job Availability
Whether you're a seasoned construction veteran or se	omeone This information is available from your Local Union or Regional
seeking to start a career through our acclaimed appre and training programs, joining the UBC is a great way	to take your to find your Regional Council. They can provide this information
career to the next level. If you have what it takes to be	e part of our to you.
trade and union, we invite you to CLICK HERE to find Regional Council closest to you	d the

3. On the profile page click "Change Password"

ZIP/Postal Code *	89119	
Country *	United States	]
Phone		
Mobile Phone	( <u></u>	
	Receive Newsletter?	
	Change Password	
	Request Username	
	Save Changes	

4. Enter in your current carpenters.org password then enter in your new password and confirm. Click "Submit."

Change Password		•.
Old Password *	•••••	]
New Password *	•••••	]
Confirm New Password *	•••••	]
	<ol> <li>Passwords must be at least eight characters long</li> <li>Must contain characters from three of these four categories:         <ul> <li>Uppercase characters (A thru Z)</li> <li>Lowercase characters (a thru z)</li> <li>Base 10 digits (0 through 9)</li> <li>Non-alphanumeric characters: ~!@#\$%6^&amp;*+=`\\\}];\"&gt;&lt;,?/</li> </ul> </li> </ol>	
	Submit Cancel	

5. Upon successful completion you will be taken back to the profile page and receive a message displaying "password updated."