



American Postal Workers Union, AFL-CIO
Mark Dimondstein, President

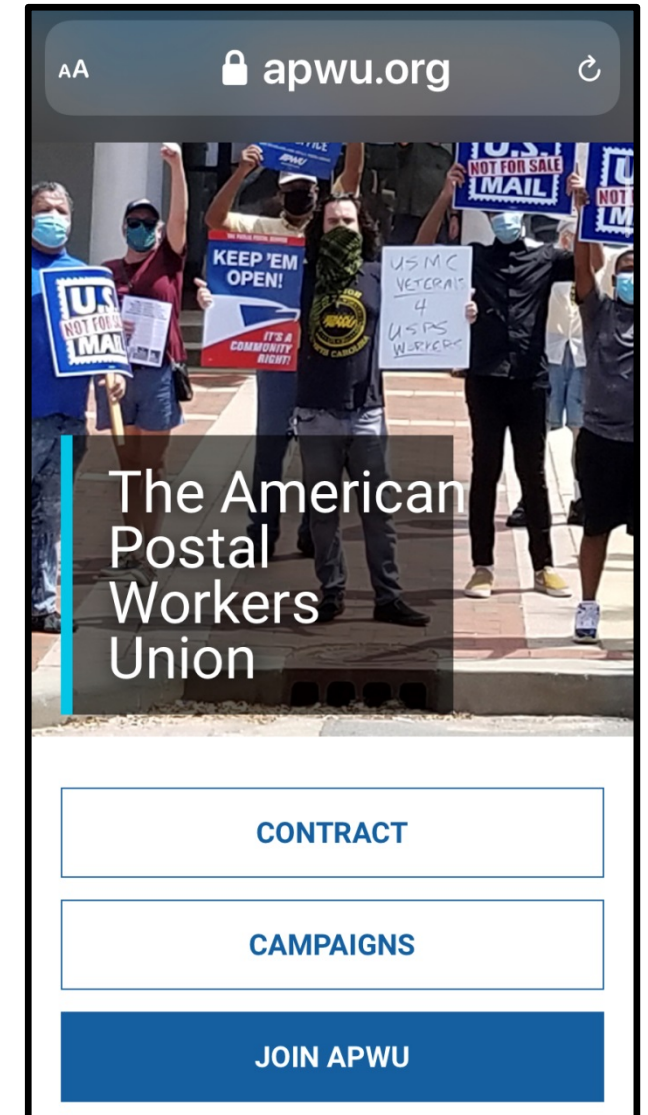
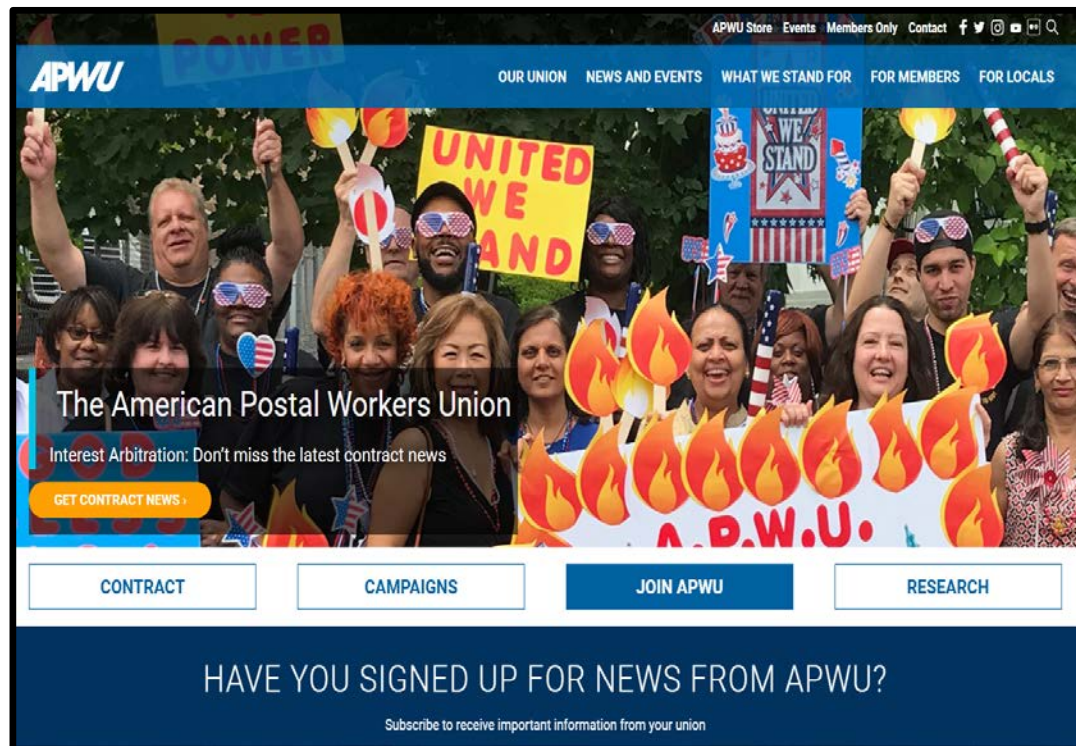


APWU MEMBERSHIP JOIN ONLINE GUIDE

Anna Smith, Organization Director

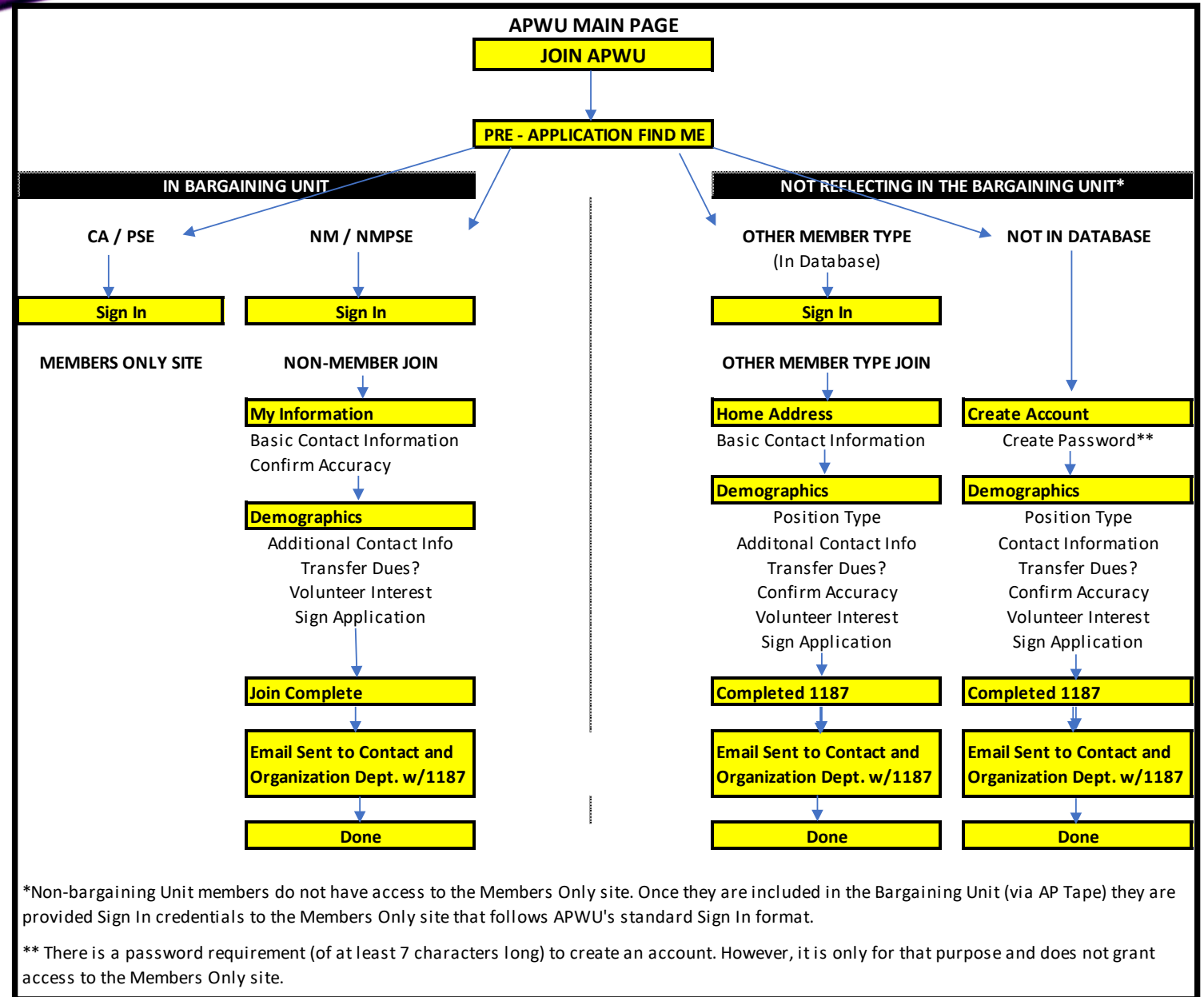
Joining online can be done via personal computers or mobile phones.

Once on the main page at APWU.org, the User will select the **JOIN APWU** box.



4 POSSIBLE PATHS WHEN SELECTING JOIN APWU

1. Career / PSE Member
2. NM / NMPSE
3. OTHER Member Type
4. Not in APWU Database



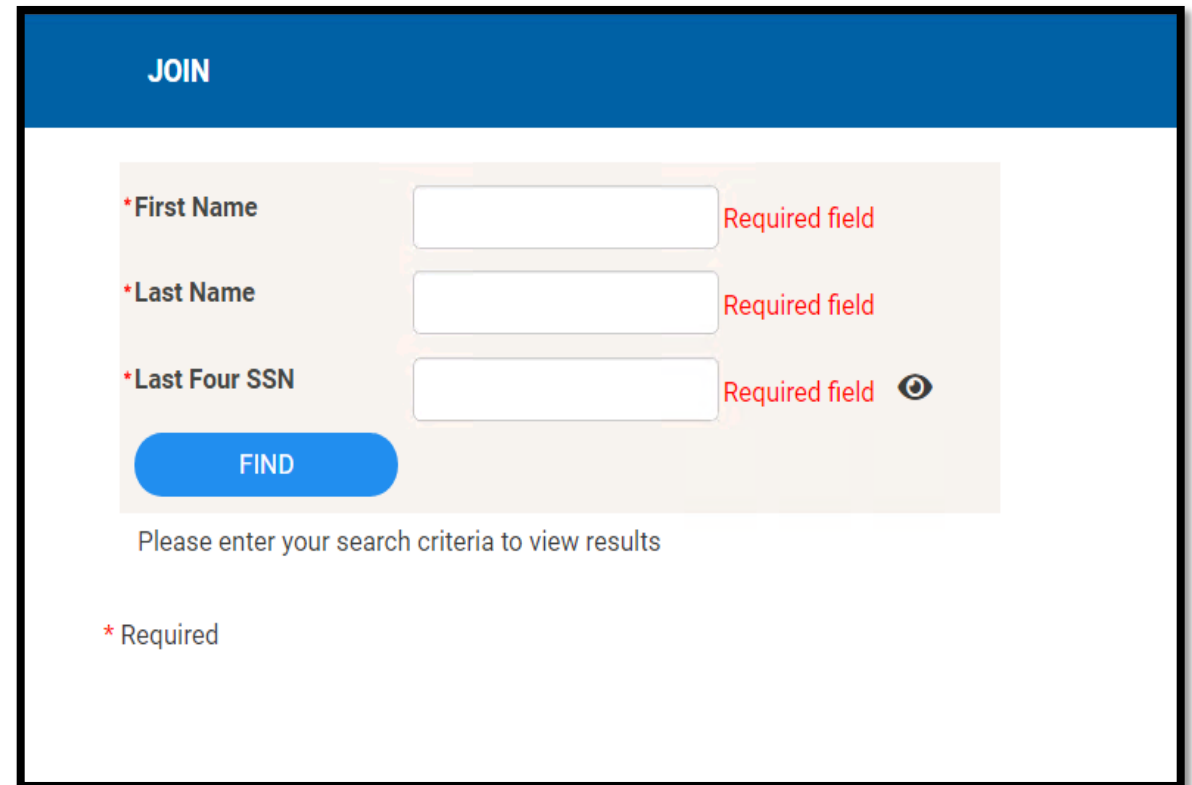
PRE-APPLICATION FIND ME

First Name Type the first name and press **TAB**

Last Name Type the last name and press **TAB**

Last Four SSN Type the last four digits of the User's Social Security number and select **FIND**

Note: Clicking the eye icon next to the field for 'Last Four SSN' will display the digits entered for the user to verify the data entered is correct



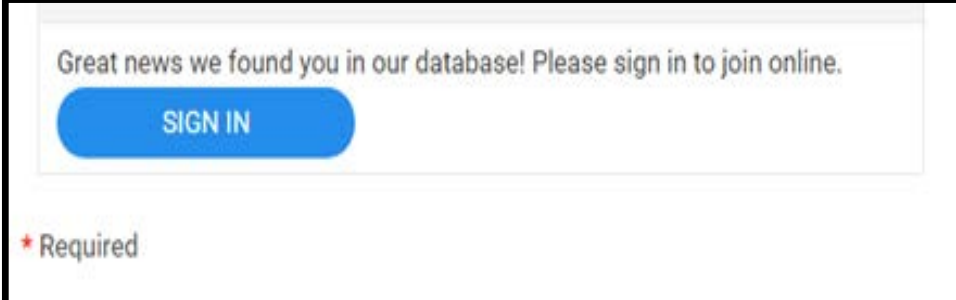
The screenshot shows a web form titled "JOIN" in a blue header. The form contains three input fields, each with a red asterisk and the label "Required field" to its right:

- *First Name**: A text input field.
- *Last Name**: A text input field.
- *Last Four SSN**: A text input field with a red eye icon to its right.

Below the input fields is a blue button labeled "FIND". Underneath the button is the text "Please enter your search criteria to view results". At the bottom left of the form is a legend: "* Required".

If the User is in our database as a Bargaining Unit Employee they will receive the message:
Great news we found you in our database!
Please **SIGN IN** to join online.

Proceed to: **A1: Standard JOIN ONLINE**



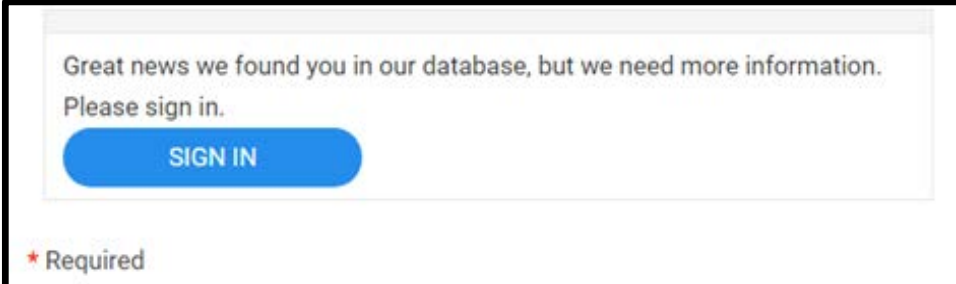
Great news we found you in our database! Please sign in to join online.

SIGN IN

* Required

If the User is in our database but not as a Bargaining Unit Employee they will receive the message:
Great news we found you in our database, but we need more information. Please **SIGN IN**.

Proceed to: **Exception - REQUIRES MORE INFO**

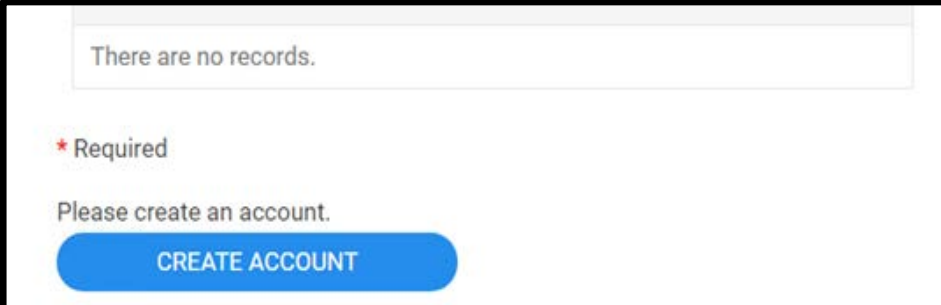


Great news we found you in our database, but we need more information.
Please sign in.

SIGN IN

* Required

If the User is not in our database they will receive the message:
There are no records. Please create an account.



There are no records.

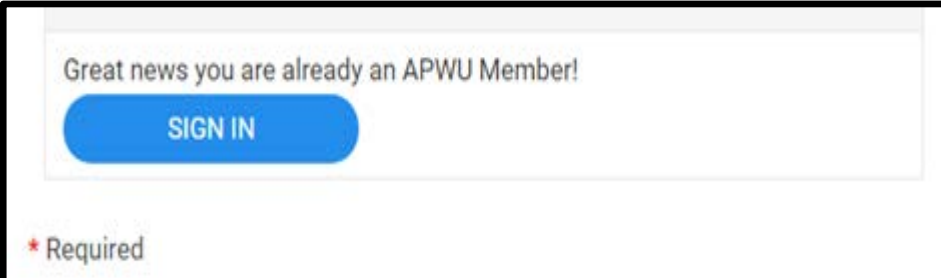
* Required

Please create an account.

CREATE ACCOUNT

Proceed to : **NOT IN DATABASE USER**

NOTE: If the User is already an APWU Member they will be advised of such and prompted to sign into Members Only.



Great news you are already an APWU Member!

SIGN IN

* Required

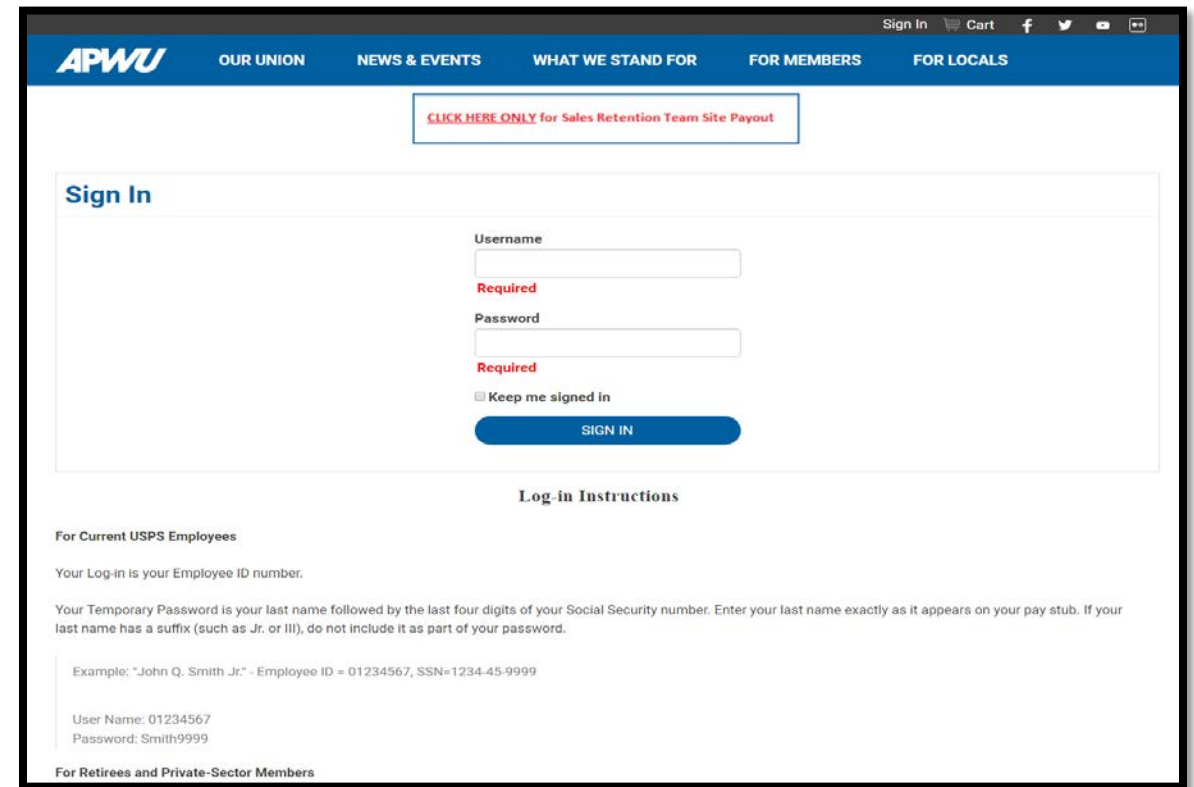
A1: STANDARD – JOIN ONLINE LOG IN

The log in screen will be the same screen Members currently utilize when logging into the “Members Only” section of the website.

Username:
Employee ID (EIN)

Password:
Last Name and Last Four Digits of their Social Security Number(No spaces)

Select **SIGN IN**



The screenshot shows the APWU website's sign-in interface. At the top is a blue navigation bar with the APWU logo and links for 'OUR UNION', 'NEWS & EVENTS', 'WHAT WE STAND FOR', 'FOR MEMBERS', and 'FOR LOCALS'. A 'Sign In' link and a shopping cart icon are in the top right. Below the navigation bar is a red-bordered box with the text 'CLICK HERE ONLY for Sales Retention Team Site Payout'. The main sign-in area is titled 'Sign In' and contains two input fields: 'Username' and 'Password'. Both fields are marked as 'Required' in red text. Below the password field is a checkbox labeled 'Keep me signed in' and a blue 'SIGN IN' button. Underneath the sign-in form is a section titled 'Log-in Instructions'. It includes instructions for 'Current USPS Employees' and 'Retirees and Private-Sector Members'. An example is provided: 'Example: "John Q. Smith Jr." - Employee ID = 01234567, SSN=1234-45-9999'. Below this, the 'User Name' is shown as '01234567' and the 'Password' is shown as 'Smith9999'.

APWU OUR UNION NEWS & EVENTS WHAT WE STAND FOR FOR MEMBERS FOR LOCALS

Sign In Cart

CLICK HERE ONLY for Sales Retention Team Site Payout

Sign In

Username
Required

Password
Required

☐ Keep me signed in

SIGN IN

Log-in Instructions

For Current USPS Employees

Your Log-in is your Employee ID number.

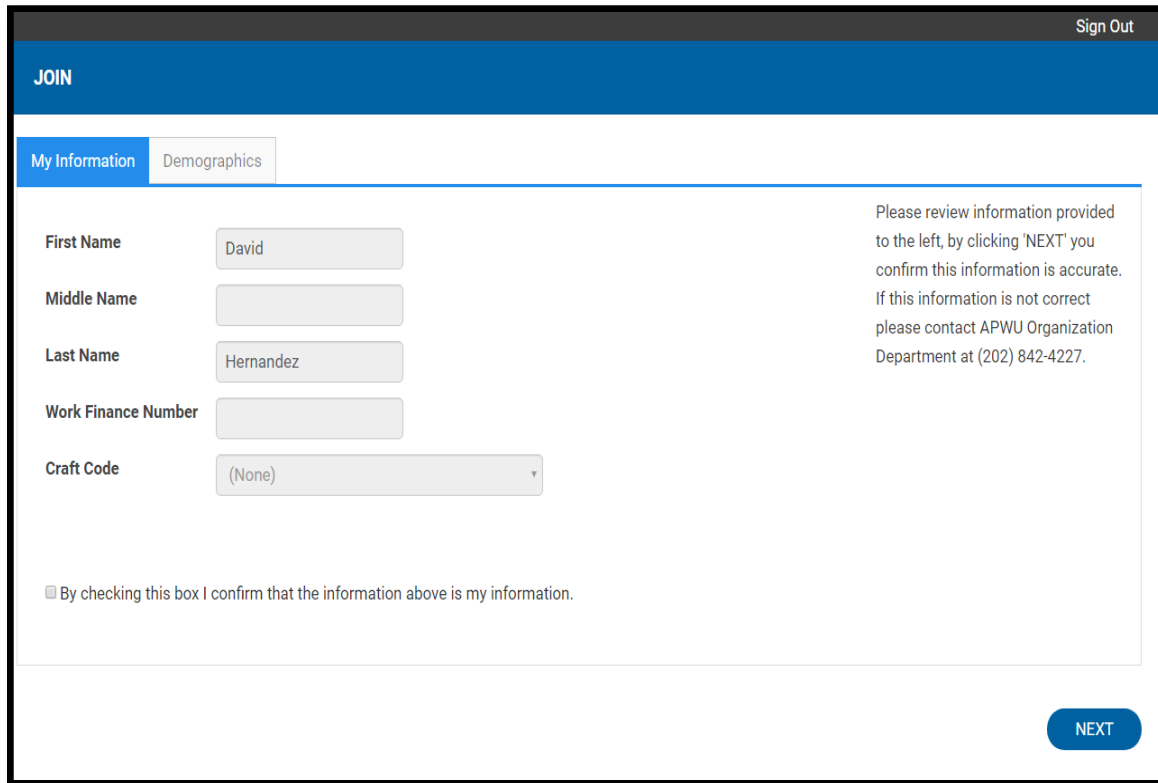
Your Temporary Password is your last name followed by the last four digits of your Social Security number. Enter your last name exactly as it appears on your pay stub. If your last name has a suffix (such as Jr. or III), do not include it as part of your password.

Example: "John Q. Smith Jr." - Employee ID = 01234567, SSN=1234-45-9999

User Name: 01234567
Password: Smith9999

For Retirees and Private-Sector Members

A2: STANDARD JOIN ONLINE REVIEW & CONFIRM INFORMATION



The screenshot shows a web form titled "JOIN" with a "Sign Out" link in the top right. The form has two tabs: "My Information" (active) and "Demographics". Under "My Information", there are five input fields: "First Name" (containing "David"), "Middle Name" (empty), "Last Name" (containing "Hernandez"), "Work Finance Number" (empty), and "Craft Code" (a dropdown menu showing "(None)"). To the right of these fields is a text block: "Please review information provided to the left, by clicking 'NEXT' you confirm this information is accurate. If this information is not correct please contact APWU Organization Department at (202) 842-4227." Below the fields is a checkbox with the text "By checking this box I confirm that the information above is my information." At the bottom right is a blue button labeled "NEXT".

Users should review the information on the screen and will need to select the **CHECK BOX** confirming the information is accurate and then select **NEXT**.

If the information is incorrect the user should stop and contact APWU Organization Department at (202) 842-4227 or Organization@apwu.org

A3: STANDARD JOIN ONLINE DEMOGRAPHICS

The **DEMOGRAPHICS** tab allows editing of the Home Address if necessary.
(Editing can be done by selecting the edit symbol on the right side of the screen)

PAYING DUES TO ANOTHER UNION field is utilized when the new member needs to advise APWU Headquarters that a notification must be sent for cancelation of dues to a respective postal union.

NOTE: The **LOCAL ADDRESS** tab cannot be edited. This does however provide the User with the contact information of their respective Local or State Union.

JOIN Sign Out

My Information Demographics

Home Address Local Address +

UNITED STATES ✓ Preferred Mailing Address ✓ Preferred Billing Address

*Email

Home Phone

Mobile Phone

Allow Text? ☐

Preferred Phone (None) v

If paying dues to another postal union, cancel dues to: (None) v

* Required

Preferred Phone (None) v

If paying dues to another postal union, cancel dues to: (None)

JOIN Sign Out

My Information Demographics

Home Address Edit address

123 Test St.
Alexandria, VA 223
UNITED STATES
(312) 456-8797
mharia@bconoco

*Email

Home Phone

Mobile Phone

Allow text? ☐

Preferred Phone

If Transferring Uni
Cancel Dues To:

Country United States v

Address 123 Test St

City Alexandria

State Virginia v

Postal code

✓ Preferred Mailing Address
✓ Preferred Shipping Address
✓ Preferred Billing Address

Notes

SAVE & CLOSE CANCEL

A4: STANDARD JOIN ONLINE VOLUNTEERING & DUES

There is an opportunity for new members to express their desire to play an active roll in the APWU by selecting various areas of interest or expertise. *(This information is then forwarded to the Local and State Presidents.)*

Also displayed will be their respective Local or State Organization and the bi-weekly dues amount.

The online 1187 contains the existing disclosure language currently found on the Form 1187.

HOW CAN YOU HELP IN THE FIGHT?

Community Involvement – Talking with neighbors, family and friends about issues
Outreach – Representing the APWU at events and meetings, etc.
Transportation – Getting people to and from events, meetings, etc.
Welcoming New Members – Orientations, organizing, etc.
Work Place Safety – Daily huddles, weekly talks, safety captain, etc.

Please select the way(s) you can help from the list below:

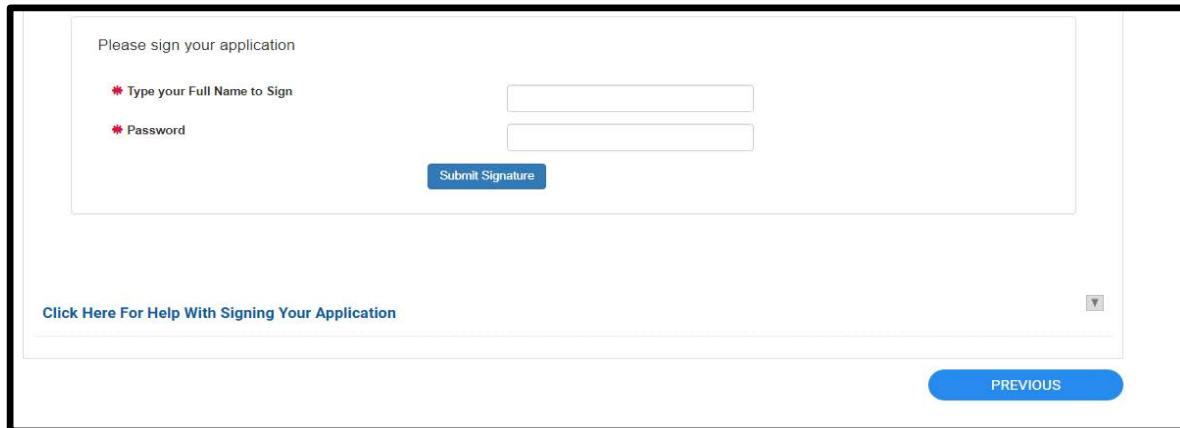
☐ Check all
☐ Attend Rallys
☐ Bilingual
☐ Community

As a member of the **Postal Workers Union**, your current bi-weekly dues are \$29.37 per pay period.

By signing this form, I hereby assign to the American Postal Workers Union, AFL-CIO, from any salary or wages earned or to be earned by me as a member (in my present or future employment) such regular and periodic membership dues as the APWU may certify as due and owing from me, as may be established from time to time by the APWU.

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery to the APWU, and I agree and direct that this assignment, authorization and direction shall be automatically renewed and shall be irrevocable for successive periods of one (1) year unless written notice by certified mail using PS Form 1186 is given by me to the APWU not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year, or within ten (10) days after the date I start work if I am rehired for any new term of Postal Support employment. In addition to the above, if I am a Postal Support Employee, this assignment shall remain in effect if I should be rehired within 180 days after the conclusion of my present term of Postal Support employment. This agreement is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between the Union and the Postal Service.

A5: STANDARD JOIN ONLINE SIGNING AND SUBMITTING THE 1187



Please sign your application

* Type your Full Name to Sign

* Password

Submit Signature

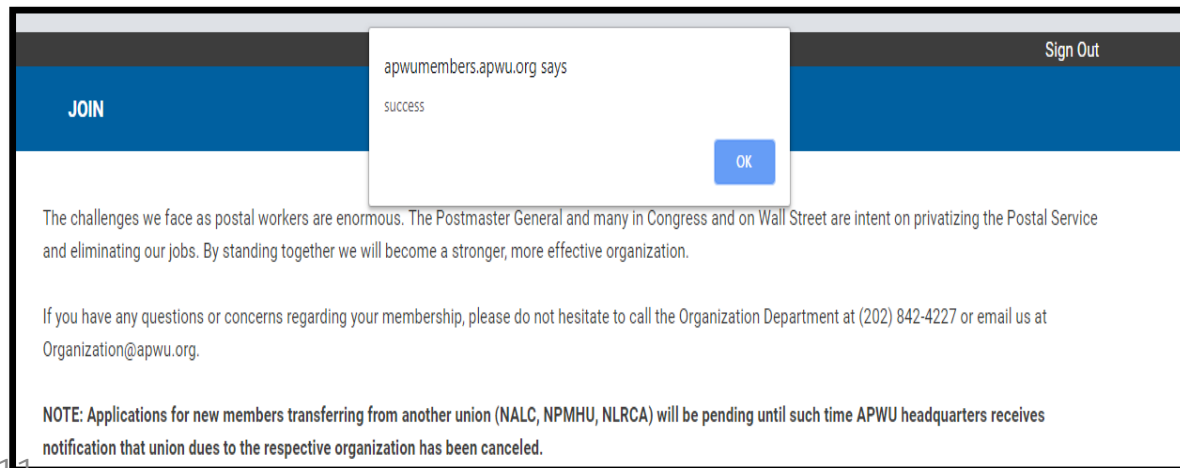
[Click Here For Help With Signing Your Application](#)

PREVIOUS

The application is signed by typing the User's full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.



JOIN

apwumembers.apwu.org says
success

OK

Sign Out

The challenges we face as postal workers are enormous. The Postmaster General and many in Congress and on Wall Street are intent on privatizing the Postal Service and eliminating our jobs. By standing together we will become a stronger, more effective organization.

If you have any questions or concerns regarding your membership, please do not hesitate to call the Organization Department at (202) 842-4227 or email us at Organization@apwu.org.

NOTE: Applications for new members transferring from another union (NALC, NPMHU, NLRCA) will be pending until such time APWU headquarters receives notification that union dues to the respective organization has been canceled.

B1: EXCEPTION-REQUIRES MORE INFO

DEMOGRAPHICS

The log in screen will be the same screen Members currently utilize when logging into the "Members Only" section of the website.

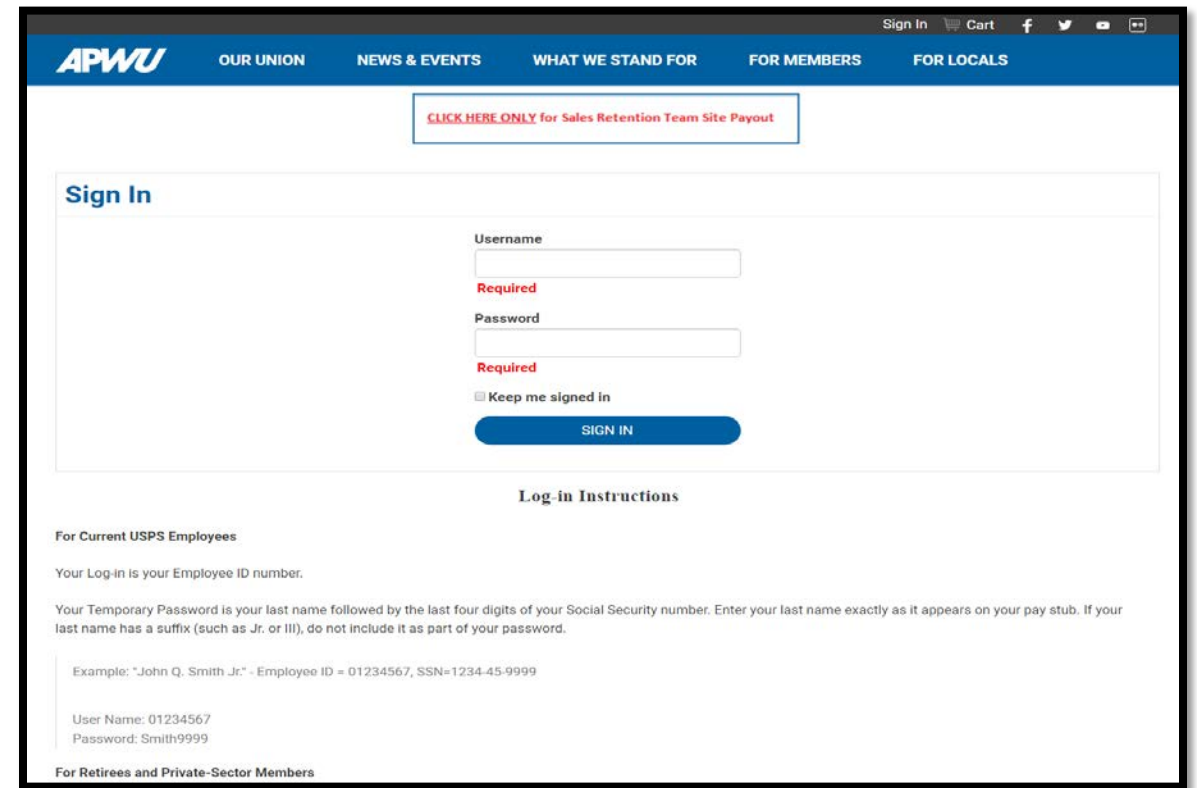
Username:

Employee ID (EIN)

Password:

Last Name and Last Four Digits of their Social Security (No spaces)

Select **SIGN IN**



The screenshot shows the APWU website's sign-in interface. At the top is a blue navigation bar with the APWU logo and links for 'OUR UNION', 'NEWS & EVENTS', 'WHAT WE STAND FOR', 'FOR MEMBERS', and 'FOR LOCALS'. A 'Sign In' link and a shopping cart icon are in the top right. Below the navigation bar is a red banner with the text 'CLICK HERE ONLY for Sales Retention Team Site Payout'. The main sign-in area is a white box with the title 'Sign In'. It contains two input fields: 'Username' and 'Password'. Both fields have a red 'Required' label below them. There is a checkbox labeled 'Keep me signed in' and a blue 'SIGN IN' button. Below the sign-in box is a section titled 'Log-in Instructions'. It includes instructions for 'Current USPS Employees' and 'Retirees and Private-Sector Members'. An example is provided: 'Example: "John Q. Smith Jr." - Employee ID = 01234567, SSN=1234-45-9999'. Below this, the 'User Name' is shown as '01234567' and the 'Password' is shown as 'Smith9999'.

APWU OUR UNION NEWS & EVENTS WHAT WE STAND FOR FOR MEMBERS FOR LOCALS

Sign In Cart

CLICK HERE ONLY for Sales Retention Team Site Payout

Sign In

Username
Required

Password
Required

☐ Keep me signed in

SIGN IN

Log-in Instructions

For Current USPS Employees

Your Log-in is your Employee ID number.

Your Temporary Password is your last name followed by the last four digits of your Social Security number. Enter your last name exactly as it appears on your pay stub. If your last name has a suffix (such as Jr. or III), do not include it as part of your password.

Example: "John Q. Smith Jr." - Employee ID = 01234567, SSN=1234-45-9999

User Name: 01234567
Password: Smith9999

For Retirees and Private-Sector Members

B2: EXCEPTION-REQUIRES MORE INFO

LOG IN

The screenshot shows a web form titled 'JOIN' with a 'Demographics' tab selected. The form is divided into two main sections. The top section is for address information, with 'Home Address' and 'Local Address' tabs. The 'Home Address' tab is active, showing a text area with the address '1910 Towne Centre Blvd, Ste 250, Annapolis, MD 21401-3599, UNITED STATES'. To the right of the text area are three checkmarks indicating preferences: 'Preferred Mailing Address', 'Preferred Billing Address', and 'Preferred Shipping Address'. A pencil icon is visible on the right side of the text area. A note on the right says: 'Click the pencil to update your Home Address. Click Save & Close when done editing your Home Address. The Local Address is not editable.' The bottom section contains various personal information fields: 'Position Type' (dropdown menu set to 'Career'), 'Email' (text field), 'Social Security Number' (text field with a mask '.....' and a help icon), 'Home Phone' (text field), 'Mobile Phone' (text field with value '123 456-7891'), 'Preferred Phone' (dropdown menu set to 'Mobile'), 'Allow Text' (checkbox checked), 'Work Location City' (text field with value 'Annapolis'), 'Work Location State' (dropdown menu set to 'Maryland'), and 'If paying dues to another postal union, cancel dues to:' (dropdown menu set to '(None)'). A legend at the bottom left indicates that fields marked with an asterisk are required.

JOIN

Create Account **Demographics**

Home Address Local Address +

1910 Towne Centre Blvd
Ste 250
Annapolis, MD 21401-3599
UNITED STATES

✓ Preferred Mailing Address
✓ Preferred Billing Address
✓ Preferred Shipping Address

Click the pencil to update your Home Address. Click Save & Close when done editing your Home Address. The Local Address is not editable.

*Position Type Career

*Email

*Social Security Number
(Please enter just numbers)

Home Phone

Mobile Phone 123 456-7891

Preferred Phone Mobile

Allow Text ☒

*Work Location City Annapolis

*Work Location State Maryland

If paying dues to another postal union, cancel dues to: (None)

* Required

The **DEMOGRAPHICS** tab allows editing of the Home Address if necessary. *(Editing can be done by selecting the edit symbol on the right side of the screen)*

On this screen the User will have to complete some additional information.

Users will not be able to access the **CREATE ACCOUNT** and **LOCAL ADDRESS** tab.

B3: EXCEPTION-REQUIRES MORE INFO

VOLUNTEERING & DISCLOSURE

There is an opportunity for new members to express their desire to play an active roll in the APWU by selecting various areas of interest or expertise. *(This information is then forwarded to the Local and State Presidents.)*

The online 1187 contains the existing disclosure language currently found on the Form 1187.

Unlike the regular online join, we are not able to provide Users in this situation with their respective Local or State Organization is or their bi-weekly dues amount.

HOW CAN YOU HELP IN THE FIGHT?

Community Involvement – Talking with neighbors, family and friends about issues
Outreach – Representing the APWU at events and meetings, etc.
Transportation – Getting people to and from events, meetings, etc.
Welcoming New Members – Orientations, organizing, etc.
Work Place Safety – Daily huddles, weekly talks, safety captain, etc.

Please select the way(s) you can help from the list below:

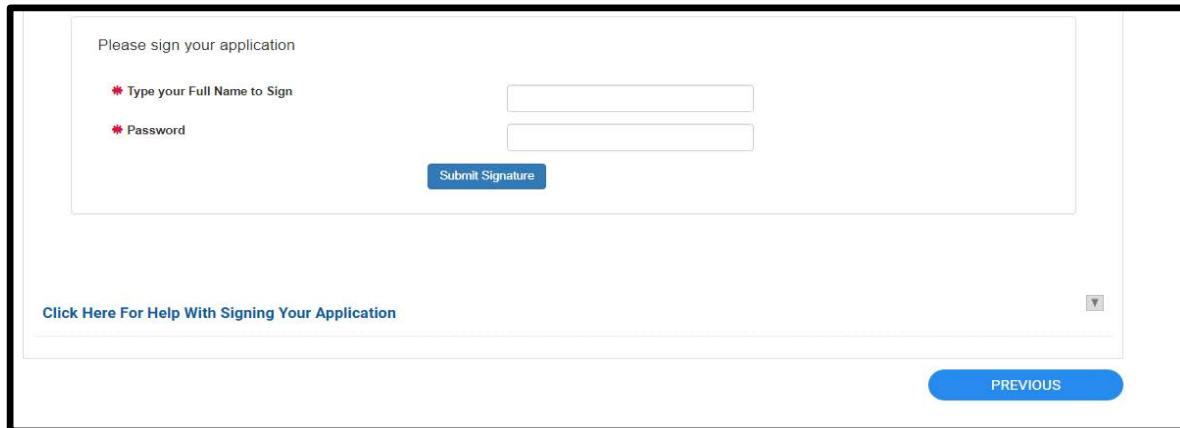
☐ Check all
☐ Attend Rallies
☐ Bilingual
☐ Community

☐ By checking this box I confirm that the information above is my information.

By signing this form, I hereby assign to the American Postal Workers Union, AFL-CIO, from any salary or wages earned or to be earned by me as a member (in my present or future employment) such regular and periodic membership dues as the APWU may certify as due and owing from me, as may be established from time to time by the APWU.

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery to the APWU, and I agree and direct that this assignment, authorization and direction shall be automatically renewed and shall be irrevocable for successive periods of one (1) year unless written notice by certified mail using PS Form 1186 is given by me to the APWU not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year, or within ten (10) days after the date I start work if I am rehired for any new term of Postal Support employment. In addition to the above, if I am a Postal Support Employee, this assignment shall remain in effect if I should be rehired within 180 days after the conclusion of my present term of Postal Support employment. This agreement is freely made pursuant to the provisions of the Postal Reorganization Act and is not contingent upon the existence of any agreement between the Union and the Postal Service.

B4: EXCEPTION-REQUIRES MORE INFO SIGNING AND SUBMITTING THE 1187



Please sign your application

* Type your Full Name to Sign

* Password

Submit Signature

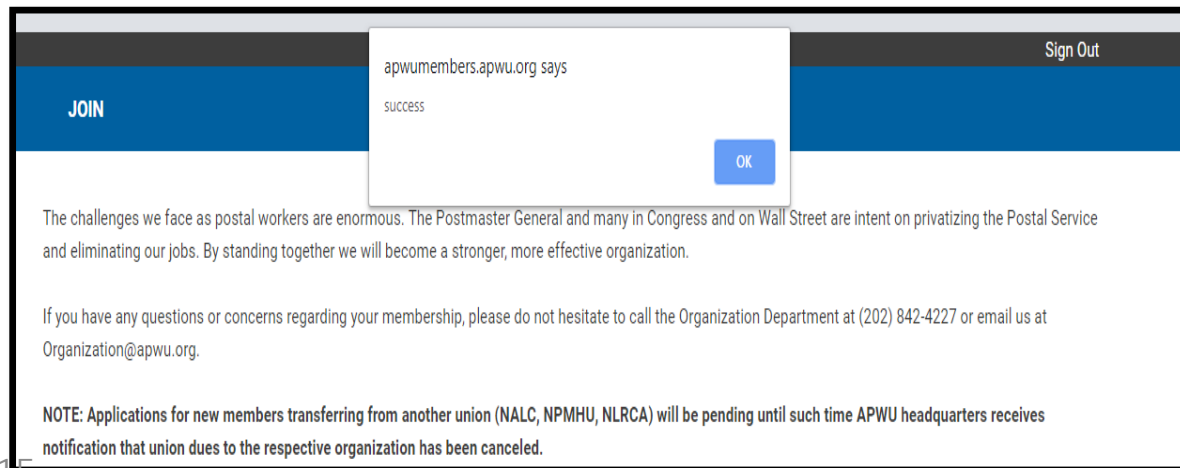
[Click Here For Help With Signing Your Application](#)

PREVIOUS

The application is signed by typing the User's full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.



JOIN

apwumembers.apwu.org says
success

OK

Sign Out

The challenges we face as postal workers are enormous. The Postmaster General and many in Congress and on Wall Street are intent on privatizing the Postal Service and eliminating our jobs. By standing together we will become a stronger, more effective organization.

If you have any questions or concerns regarding your membership, please do not hesitate to call the Organization Department at (202) 842-4227 or email us at Organization@apwu.org.

NOTE: Applications for new members transferring from another union (NALC, NPMHU, NLRCA) will be pending until such time APWU headquarters receives notification that union dues to the respective organization has been canceled.

C1: NOT IN DATABASE USER CREATE ACCOUNT

USERNAME is automatically populated with the User's email address

PASSWORD Type desired password (Must be at least 7 characters long)

NOTE: This password will not carry over to, or permit access to the APWU Members Only section of the website.

Required fields (*)

The screenshot shows a web form titled "JOIN" with a sub-header "Create Account" and a tab "Demographics". The form is divided into two sections: "Required" (marked with an asterisk) and "Optional". The "Required" section includes fields for Prefix (dropdown), First name, Middle name, Last name, Suffix (dropdown), Email, Country (dropdown), Address (three stacked text boxes), City, State (dropdown), and Postal code. The "Optional" section includes fields for Username, Password, and Confirm password. A note at the bottom of the form states "The password must be at least 7 characters long." A "NEXT" button is located at the bottom right of the form.

C2: NOT IN DATABASE USER DEMOGRAPHICS

JOIN

Create Account **Demographics**

* Required

* Position Type (Select) v

* Email

* Social Security Number (Please enter just numbers)

Home Phone

Mobile Phone

Preferred Phone (None) v

Allow Text ☐

* Work Location City

* Work Location State (Select) v

If paying dues to another postal union, cancel dues to: (None) v

☐ By checking this box I confirm that the information above is my information.

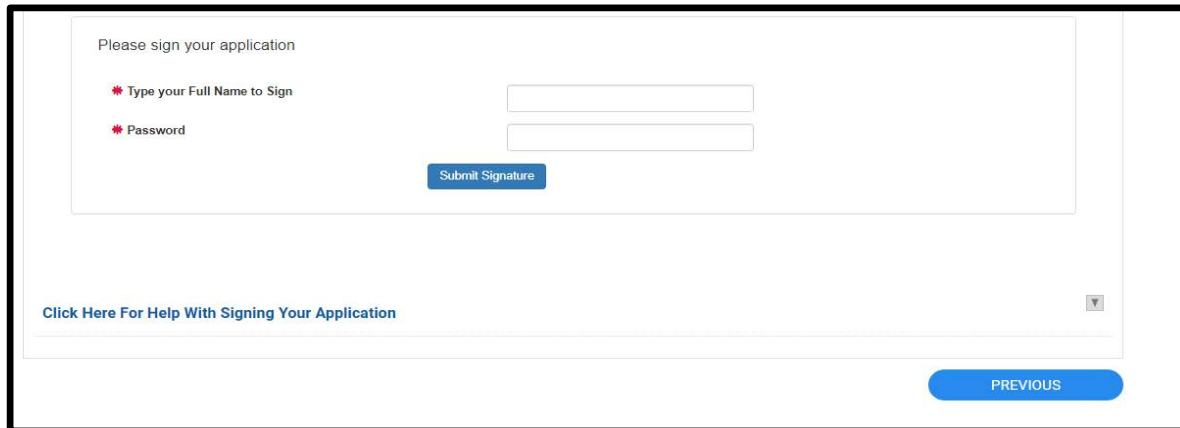
The **PAYING DUES TO ANOTHER UNION** field is utilized when the new member needs to advise APWU Headquarters that a notification must be sent for cancelation of dues to a respective postal union.

Users will need to select the **CHECK BOX** confirming the information is accurate.

Required fields (*)

C3: NOT IN DATABASE USER

SIGNING AND SUBMITTING THE 1187



Please sign your application

* Type your Full Name to Sign

* Password

Submit Signature

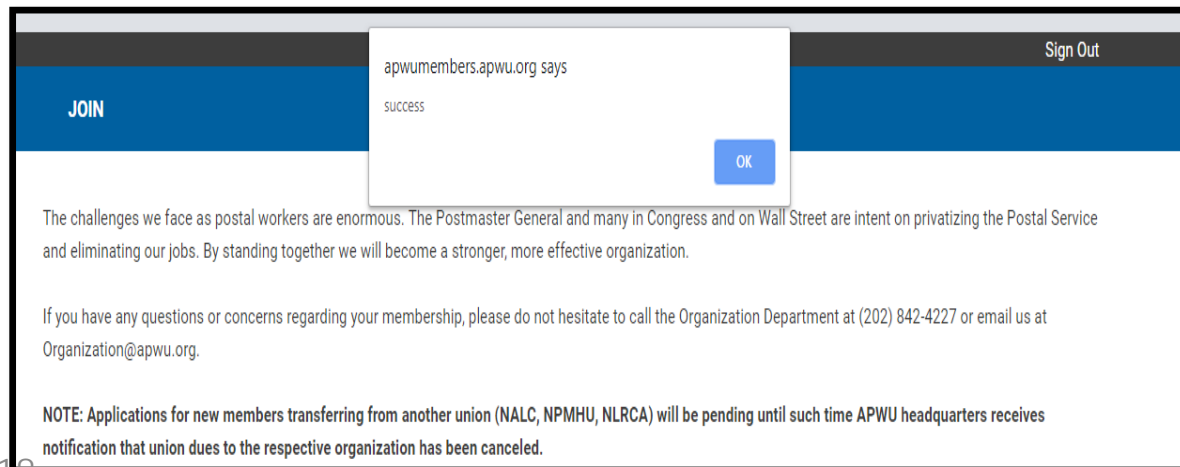
[Click Here For Help With Signing Your Application](#)

PREVIOUS

The application is signed by typing the Users' full name AND entering the same password used to initially log in.

Select **SUBMIT SIGNATURE**

Once the signature has been selected the new member will be advised that they have successfully signed their application.



JOIN

apwumembers.apwu.org says
success

OK

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If you have any questions or concerns regarding your membership, please do not hesitate to call the Organization Department at (202) 842-4227 or email us at Organization@apwu.org.

NOTE: Applications for new members transferring from another union (NALC, NPMHU, NLRCA) will be pending until such time APWU headquarters receives notification that union dues to the respective organization has been canceled.

APWU HQ PROCESSING EXCEPTION - REQUIRES MORE INFO & NOT IN DATABASE USER

Each Accounting Period (AP) the APWU receives records from the USPS for all APWU represented employees. Our database has been programed to automatically search for records for the both the **IN DATABASE** but **REQUIRE MORE INFO** and the **NOT IN DATABASE USER**. Once there is a match, the 1187 will automatically be processed and the membership status will be updated.

Those who are transferring from other unions and requested to have dues cancelled will still be placed into a “pending” status while awaiting notification that the other respective union has stopped collecting dues.

On a monthly basis, the Organization Department will mail copies of the 1187s to respective Local or State Presidents when these applications have been processed. New members will also be sent their APWU Membership card.



THANK YOU FOR ALL YOU DO!

Anna Smith, Organization Director

asmith@apwu.org

(202) 842-4227