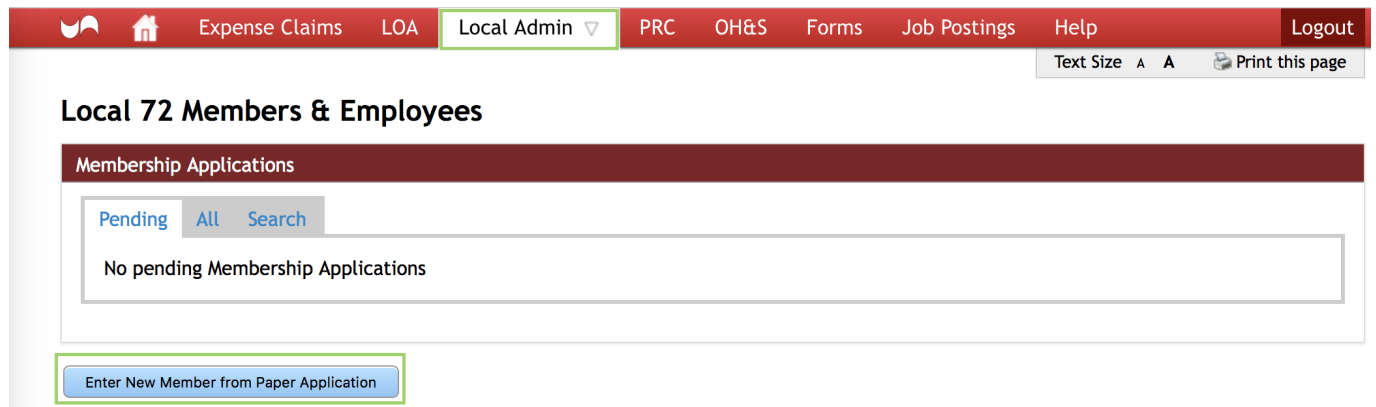


Enter New Membership from Paper Application

The **DMS Web** options allow you to add a person to your membership list as a **Pending** member. The name you have may or may not already appear in the DMS.

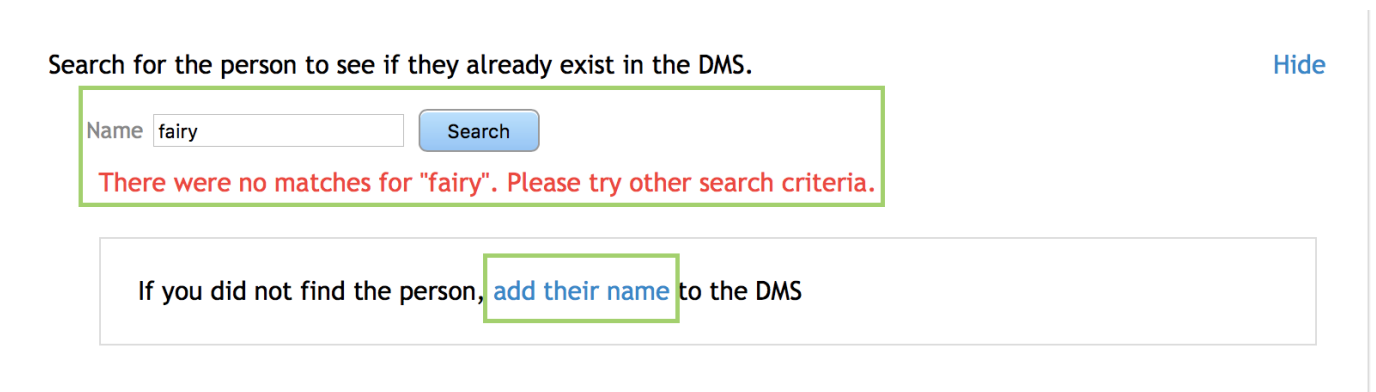
A Person not in DMS

Under the **Local Admin** section there is a blue box **Enter New Member from Paper Application**. Click on the blue box.



The screenshot shows the DMS Web interface. The top navigation bar includes links for Expense Claims, LOA, Local Admin (selected), PRC, OH&S, Forms, Job Postings, Help, and Logout. Below the navigation bar, the page title is 'Local 72 Members & Employees'. Underneath, there is a section for 'Membership Applications' with tabs for 'Pending', 'All', and 'Search'. The main content area displays 'No pending Membership Applications'. At the bottom of this section, a blue button labeled 'Enter New Member from Paper Application' is highlighted with a green box.

A search screen will open. You can determine if the person in question is already in the records. **Enter** the name and click on **Search**. A message will appear indicating the person you searched for has no match. Below in blue is **add their name**. Click on **add their name**.



The screenshot shows a search screen. The text 'Search for the person to see if they already exist in the DMS.' is displayed. A search input field contains the text 'fairy' and a blue 'Search' button is next to it. Below the search field, a red message states: 'There were no matches for "fairy". Please try other search criteria.' At the bottom of the search area, a blue button labeled 'add their name' is highlighted with a green box. A 'Hide' link is visible in the top right corner.

A new box will open where you can enter in the person in DMS. Once the fields are completed with **First Name** and **Last Name**, click on the **Check Mark**.

Search for the person to see if they already exist in the DMS.

[Hide](#)


Name


There were no matches for "fairy". Please try other search criteria.

First Name	<input type="text" value="Tinker Bell"/>
Preferred First Name (optional)	<input type="text"/>
Middle Initial	<input type="text" value="R"/>
Last Name	<input type="text" value="Fairy"/>
	<input checked="" type="checkbox"/>

Now you will need to enter in the Address and Contact information for the member. Click on the **Pencil** to update the name of the member.

Tinker Bell R Fairy

 Address

 **Contact Information**

No contact information.

The **Pencil** opens the **Name Fields** to be updated. Click on the **Check Mark** to save changes or click on the **X** to close the screen.

Name

First (Preferred)

Initial

Last

Click on the **Plus Sign** beside **Address** to input the address for the member and click on the **Check Mark** to save changes or click on the **X** to close the screen.

Address

Click on the **Plus Sign** beside **Contact Information** to input the member's information, and click on the **Check Mark** to save changes, or click on the **X** to close the screen. There is a drop-down box to identify the type of phone number. More than one can be inputted.

+ Contact Information

Home information.

Work

Cell

Pager

Fax

Fax Work

Email

Web

Each number inputted will have a **Pencil** to update and a **Trash Can** to delete.



+ Contact Information

No contact information.

Cell





Home

Once all the fields have been inputted, click on **Continue**.

Tink R Fairy 
 123 Sleepy Hallow
 Birch Tree AB T0K 3S9 

+ Contact Information

No contact information.

Cell	(780) 123-4567		
Home	(780) 987-3214		

Continue

Now click on **Submit** to add the member to your local.

Tink R Fairy

Submit

Clicking Submit will add the new Member to Local 72

A message will appear reminding you to **Sign** the **Blue Membership** application form and send to **Provincial Office**.

Don't forget to send the signed blue Membership application form to Provincial Office.

Successfully added Tink R Fairy as a new Member of Local 72.

Name Already in DMS

You can determine if the person in question is already in the records. **Enter** name and click on **Search**. If you see your person in the results, click on **Choose** beside the correct name.

Search for the person to see if they already exist in the DMS.

Name




1 found


Show entries from found set

	Name	Role
<input type="button" value="Choose"/>	Hetfield, James	



Showing 1 to 1 of 1 entries from found set

Once you **Choose** the correct person, their information will appear. If you need to update, click on the **Pencil** and the fields will open for updating. Click **Continue** to move on to the next step.

James Hetfield 
123 98 Avenue 
Edmonton AB T7H 4T9 

 **Contact Information**

No contact information.

Home  

Now click on **Submit** to add the member to your local.

James Hetfield

Clicking Submit will add the new Member to Local 72

A message will appear to **Sign** the **Blue Membership** application form and send it to **Provincial Office**.

Don't forget to send the signed blue Membership application form to Provincial Office.

Successfully added Tink R Fairy as a new Member of Local 72.

Already a Member of the Local

At present the UNA policy dictates that a person may only have a membership in **one local** for a particular employer. However, it is possible to be a member of more than one local if they work for different employers. If you search finds such a person, the message will read, ****Already a Member Within this Employer**** and will not allow you to give them membership.

Search for the person to see if they already exist in the DMS.

Name

1 found

Show entries from found set

	Name	Role
Already a Member within this Bargaining Unit	Fairy, Tink R	Pending 94792

← → Showing 1 to 1 of 1 entries from found set