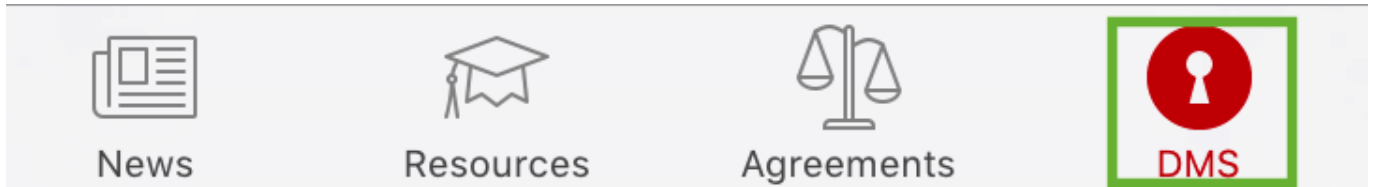


Your UNANet account username and password is used to log into FirstClass, DMS Web and UNA apps.

If you use an Apple iPhone, use the procedure outlined in this tutorial to sign into the UNA Data Management System (DMS) using the UNA App.

Tap on the **DMS Tab** that is located at the bottom of the screen. Login to **DMS** with your **UNANet** account.



A **Home Screen** will open. Tap **Home** to open the navigation menu.



Home ▼

Edit

Bruce Wayne

98989

1 Wayne Manor
Gotham AB T2T 2T2

Contact Information

[Fax](#) (780) 555-4321

[Email](#) bruce@example.com

[Home](#) (780) 555-1234

[FirstClass](#) brucewayne@una.ab.ca

Membership Information

[Member of](#) Locals 6, 79, 301

[Positions](#) Local 33, Local 115, Local 302-N,
Local 6, Local 301

Alberta Health Services

[Homesite](#) U of A Hospital

[Department](#) 5D2 GENERAL INTERNAL MEDICINE

[Classification](#) RN



News



Resources

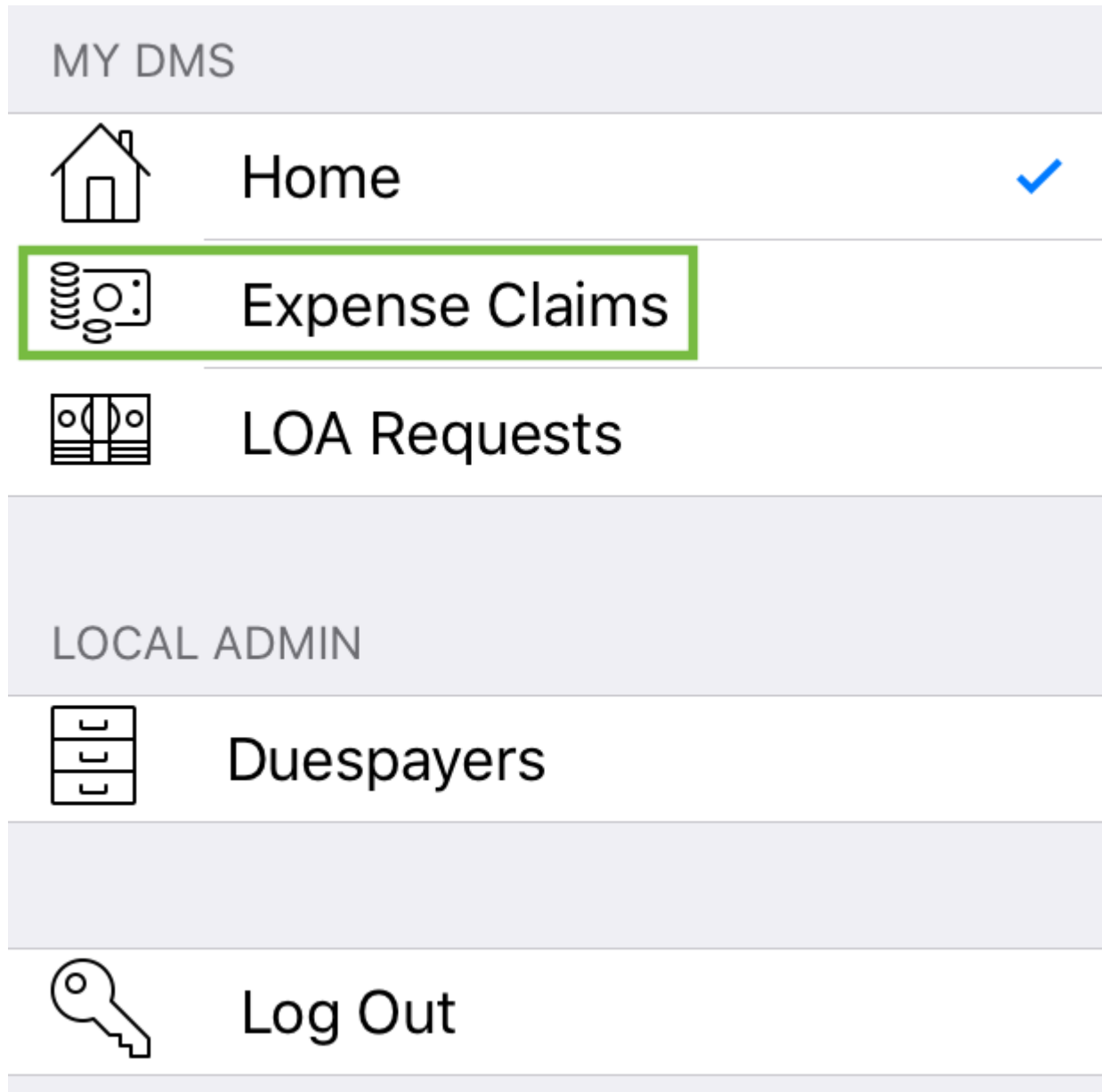


Agreements



DMS

Once the **Navigation Menu** opens, tap **Expense Claims** (depending on the UNA positions you hold the screen may look slightly different).



The **My Expense Claim** screen will open and display a list of claims if there have been any in the last 3 months. Tap the **plus sign** at the top right-hand side of the screen to begin a new claim. To add **Direct Deposit Information** tap on the image of the **Bank with \$ sign**.



CLAIMS SINCE OCT 17, 2016

No Expense Claims

Tap the + button to start a new claim



News



Resources



Agreements



DMS

Direct Deposit Information screen will open. Enter the following and tap on **Save** when complete.

Transit No. - Found on cheque see pink box (5 digits)

Institution No. - Found on cheque see green box (3 digits)

Account No. - Found on cheque see blue box (7-9 digits)

Cancel Direct Deposit Information

Save

The information will be updated for both Centralized and Provincial accounting.

Transit No. XXXXX

Institution XXX

Account No. XXXXXXXXX

|| 60394905 || : 3008 1 : 0 10 : 1 1 : 257 10
Cheque Number Transit # Institution # Account



Done

1

2
ABC

3
DEF

4
GHI

5
JKL

6
MNO

7
PQRS

8
TUV

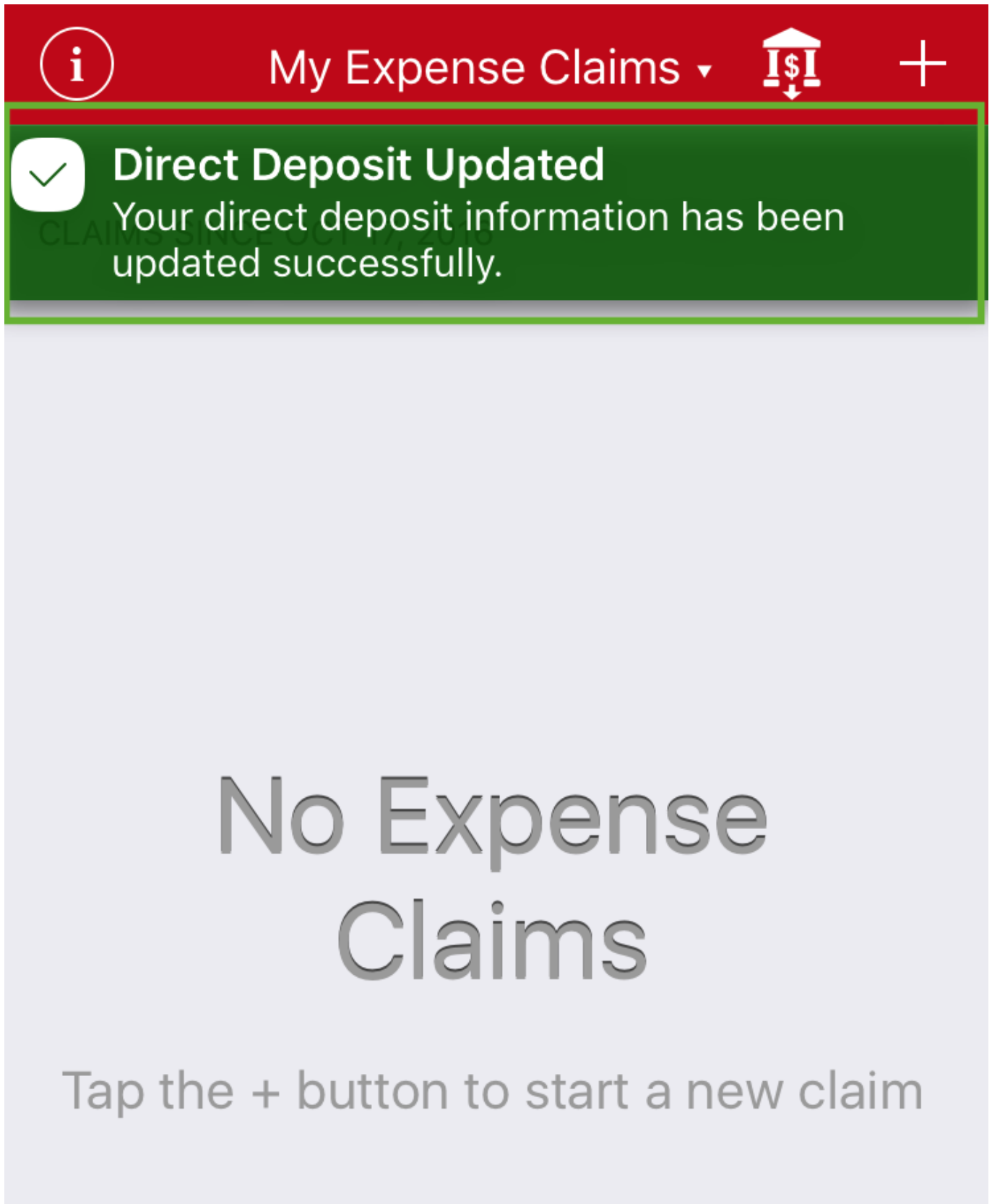
9
WXYZ

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0



Once **Direct Deposit Information** has been entered, a screen will pop up indicating the information has been **Updated**.



As of **February 1, 2017**, an expense claim cannot be submitted until the **Direct Deposit Information** has been updated. Expense Claims can be saved by tapping **Save As Draft**.

Cancel

New Expense Claim

Done

Local Meeting

Basic Rate of Pay **\$49.67**

My Local 301 >

Funded by Local 301 >

Notes (optional) >

Full Submission Can't Be Completed At This Time

You do not have Direct Deposit information on file.
Until you do, you cannot submit your expense claim.

You can still save it as a draft, however.

You may attach receipts afterwards.

[Save As Draft](#)

[Cancel](#)

