



Automated Phone System

You will need to activate your profile by logging into the website prior to using the automated phone system and enter your contact preferences.

Please listen carefully to the instructions given when you call in. Most entries require you to press the pound (#) key after entering information using the keypad on your phone.

To access the member menu, you will need to provide the following information. If you are unable to provide the information, you will not be able to access the member menu to hear the job postings or report out of work.

- UBC ID without the U (followed by the pound (#) key)
- Enter phone pin (followed by the pound (#) key)
- If you are calling from different phone number than you entered for your primary contact phone number ,you will need to enter your primary dispatch phone number (followed by the pound (#) Key)
- If you have not created a profile in the new member website you can access the phone system by entering *#
 - The ability to log in using birthdate will be available for a limited time
 - Enter birth year YYYY (followed by the pound (#) key)
 - Enter birth month MM (followed by the pound (#) key)
 - Enter birth date DD (followed by the pound (#) key)

Main Menu

1. Member menu
2. Office hours
3. Location
4. Exit or hang up

Member menu

1. Job Posting (member must be in Goodstanding to access this menu)
 1. Short
 2. Long
 3. Next
 4. Previous
 9. Exit to previous menu
2. Register Out of Work (member is not on the out of work list or has an open dispatch record). If you have an open dispatch record you will need to select one of the following reasons.
 1. Layoff
 2. Quit
 3. Terminated
 4. Medical Layoff
 9. Exit
3. Bid Sequence (member must be not dispatched and on the out of work list to access this menu, also member will be warned if they attempt to bid on a job in which they have an employer or site ban)

Enter job by first to last choice (followed by the pound (#) key)
Enter * to clear list and start again
Enter 0 # when finished
Enter 8 to confirm
4. Board Position

System will respond with overall board position and craft position
5. RSAPStatus

System will respond if you are a participant or not.
If yes then: ID
Status
9. Exit