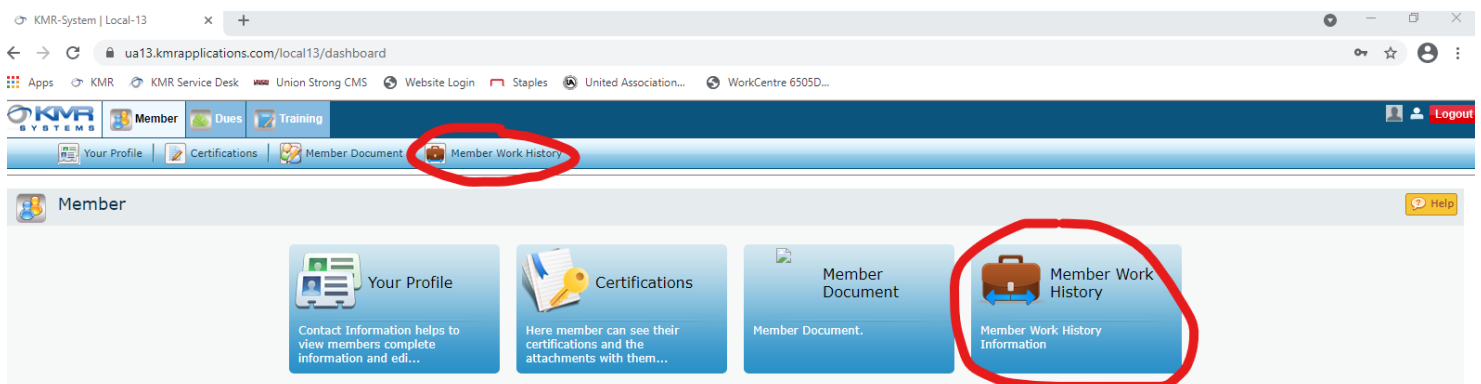


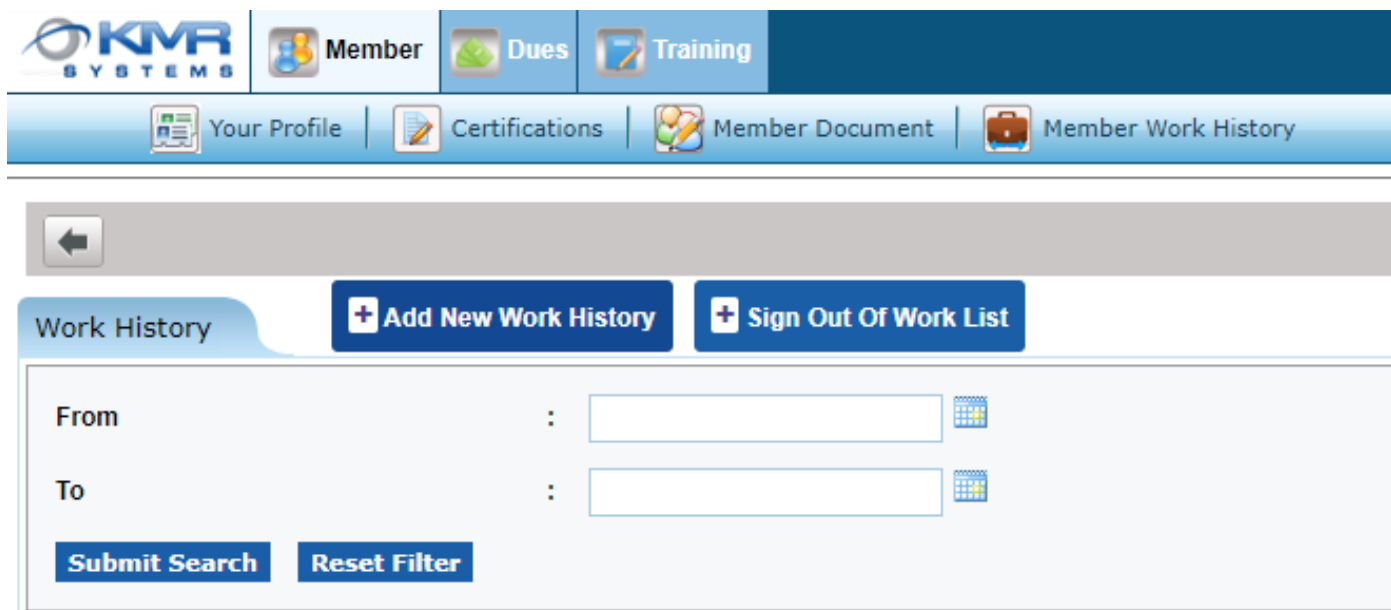
UA LOCAL 13 MEMBERS DATABASE

Accessing Work History / Reporting New Job or Lay-Off

1. Go to KMR website: <https://ua13.kmrapplications.com/local13/dashboard>
2. Login using same credentials that you use to pay dues online. (Call Union Office if you need credentials.)
3. Click on the tab or button “Member Work History”.



4. The first screen to pop up is where you can input dates to **search your work history**. To search, enter “From” and “To” dates. Click “Submit Search”.

A screenshot of the 'Work History' search form. The form is titled 'Work History' and has two buttons at the top: '+ Add New Work History' and '+ Sign Out Of Work List'. Below these buttons are two input fields for dates, labeled 'From' and 'To', each with a calendar icon to its right. At the bottom of the form are two buttons: 'Submit Search' and 'Reset Filter'.

5. To report a **layoff**, click on “Sign Out of Work List”. Use the drop-down menu to select which employer you were most recently with and input the date that you were laid off. Click “Submit”. ***YOU MUST REPORT A LAYOFF BEFORE REPORTING NEW HIRE.***

The screenshot shows the KVR Systems Member Work History Assessment form. The navigation bar includes 'Member', 'Dues', and 'Training'. The main menu includes 'Your Profile', 'Certifications', 'Member Document', and 'Member Work History'. The form title is 'Add Work History Assessment'. A note states 'Asterisk (*) are mandatory fields.' The 'Work History Entry' section contains two mandatory fields: 'Employer Name *' with a dropdown menu and a help icon, and 'Date *' with a date picker and a help icon. 'Submit' and 'Cancel' buttons are at the bottom.

6. To report that you have been **recently hired**, click on “Add New Work History”. Use the drop-down menu to search for the Employer. Fill in the date that you will be starting to work. ***You do NOT need to enter the “Job Name” UNLESS you are heading out of town to another Local.** Click “Submit”.

The screenshot shows the KVR Systems Member Work History Assessment form. The navigation bar includes 'Member', 'Dues', and 'Training'. The main menu includes 'Your Profile', 'Certifications', 'Member Document', and 'Member Work History'. The form title is 'Add Work History Assessment'. A note states 'Asterisk (*) are mandatory fields.' The 'Work History Entry' section contains several fields: 'Employer Name *' with a dropdown menu showing 'CANNON & NOTO' and a help icon, 'Date *' with a date picker and a help icon, 'Job Name' (optional), 'Address' (optional), 'Zip' with a dropdown menu, 'State' (optional), and 'City' (optional). 'Submit' and 'Cancel' buttons are at the bottom.

7. Submitting a new job or reporting a lay-off will automatically send a notification to the Union Office to confirm. **Thank you for helping us stay up to date with your work records!**