IBEW 353 - Member Services Portal (Job idea Logical Selection Tool)

This guide provides a step-by-step walkthrough for using the Job Selection Tool (JST) for IBEW 353 members, making the job selection process straightforward and efficient. It ensures that users can easily log in, navigate job listings, and report out-of-work submissions. By following this guide, members can optimize their job search and effectively manage their employment status, ultimately enhancing their career opportunities within the union.

Logging In

1

- Before attempting to access the Job Selection Tool:
 - You must be an active (dues paying) member in good standing with your Local.
 - You Must have a valid card number.
 - You must have access to the Internet.

If these conditions are satisfied, navigate to <u>https://msp.ibew353.org</u> on your device.

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IF LOGGING IN FOR THE FIRST TIME, YOU NEED TO RESET YOUR PASSWORD
IBEW Local 353 Excellence at Work Member Services Portal

2 If logging in for the first time, you need to reset your password.

Click on the "Forgot Password" link to set your password.

IF LC	Joging in for the first time, you need to reset your password
	IBEW Local 353 Excellence at Work Member Services Portal
	Card Number
	Password
	Remember me

Clicking the "Forgot Password" link will redirect you to page where you will enter in the email you have registered with IBEW 353.

If you enter an email address that does not match the one on file, you will see a message: "**We can't find a user with that email address.**"

Once the correct email is entered, Click "Email Password Reset Link".

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A COMPANY OF A COM
IBEW Local 353 Excellence at Work Member Services Portal
Forgot your password or logging in for the first time? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one. Email devops@logicaldox.com CANCEL EMAIL PASSWORD RESET LINK

4 You will receive an email with a password reset link.

Open up the email and click "Reset Password".

5 Once again, enter the email address registered with IBEW 353.

Next, enter your desired password and confirm it by typing it again.

Finally, click **"Reset Password"** to complete the process.

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IBEW Local 353 Excellence at Work Member Services Portal	
Email devops@logicaldox.com Password ••••••	
Confirm Password	

6 Once your password has been reset, you will be redirected to the login page for the IBEW 353 Member Services Portal (Job Selection).

Enter your card number and the new password you just created.

Then, click **"Log In"** to access your member account.

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IF LUGGING IN FOR THE FIRST TIME, TOU NEED TO RESET YOUR PASSWORD
IBEW Local 353 Excellence at Work Member Services Portal
Card Number 12345678 Password Remember me Reset Password LOG IN

Job Selection

7 On the Home page of the Job selection tool is where you will find announcements your Local wishes to communicate to its members.

You will also see options for 'Job List' and 'Report out of work'.

To view the job list, click "View the Job List".

IBEW353 Job Selection Website	
Working at Heights certification is now required prior to being eligible for Di available daytime class. This training is NOT available to Electrical Training Al	spatch. Please call Raquel at (416) 510-5009 to book a seat in the next liance Apprentices or members who are currently working.
🔺 Atte	ntion 🔺
In the event the online jobs list does not update, members interested in bein updated nightly at 5:00 PM, or visit a dispatch office and sign the daybook in	g dispatched, are encouraged to listen to the information line (416) 510-3 person before 7:30 AM.
∃ Job List	➢ Report out of Work
See what Jobs are available to bid on today, bidding opens at 5:00pm each working day.	If you are currently out of work, it is important that you report this as soon as possible, use the link below to report that you are out of work.

8 You will be directed to the 'Job List' page.

Note

• The 'Job List' page initially shows you only the jobs you are eligible to bid for.

• If you wish to view **all** jobs available (including ones you are not eligible to bid for), click on the 'Show all calls' toggle.

	QA SERVER — VER	SION 0.5.4-BUILD.2	
U You must submit your picks	for them to be registered for tomorrows dispa	ch	
Show All Calls (viewing calls	for your classification)		
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	JW CALLS FC	R 353 SOUTH	
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Call # 3381 Required Members 2 Contractor Ian's Demo Company Schedule Mon - Thurs 7 x 10 + 1 Shift Type Shift Tuesday, January 20th, 2026 8:5	lan's l Job is SLAB O <u>Check</u>	vemo Company - 245 Forest Run Blvd at multiple locations WORK <u>location on map ල</u> ී	Add
Call # 3383 Required Members 2	AMA: Job is	ON - 55 ADMINISTRATION ROAD UNIT 14 at multiple locations	Add

9 Click on the "Add +" button beside each desired job to select that job.

Note

• If you wish to view the location of each job on a map, click on the "check location on map" button.

• If you wish to deselect a job to bid for, click on the "Remove -' button.

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	JOURNEYPERSON	
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	JW CALLS FOR 353 SOUTH	
Call # 3382	BLACK & MCDONALD LIMITED - 31 PHILIMAN COURT	
Required Members 2	Job is at multiple locations	Add
Contractor BLACK & MCDONALD LIMITED	BRING ALL SAFETIES / CERTS.	
Schedule Tues - Fri 6 x 10	Check location on map @	
Shift Type Days		
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Required Members 2	Job is at multiple locations	Add T
Contractor Ian's Demo Company	SLAB WORK	
Schedule Mon - Thurs 7 x 10 + 10	Check location on map @	
Shift Type Shift		
Tuesday, January 20th, 2026 8:54 AM		
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Contractor AMAZON	SLAB WORK	
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Number of Members: 6 First out for out of town calls N/A Last out of work date dispatched N/A	Number of Calls: 3	
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Call # 3382 Required Members 2 Contractor BLACK & MCDONALD LIMITED Schedule Tues - Fri 6 x 10 Shift Type Days Tuesday, July 8th, 2025 10:56 PM	BLACK & MCDONALD LIMITED - 31 PULLMAN COURT Job is at multiple locations BRING ALL SAFETIES / CERTS. <u>Check location on map.</u> 67	Remove —
Call # 3381 Required Members 2 Contractor Ian's Demo Company Schedule Mon - Thurs 7 x 10 + 10 Shift Type Shift Tuesday, January 20th, 2026 8:54 AM	lan's Demo Company - 245 Forest Run Blvd Job is at multiple locations SLAB WORK <u>Check location on map</u> හ	Remove —
X 7.5 Shift Type Shift Sunday, March 8th, 2026 4:52 PM	AMAZON - 55 ADMINISTRATION ROAD UNIT 14 Job is at multiple locations SLAB WORK <u>Check location on map.</u> @	Add+

10 Once you are satisfied with your job selections, click "Finalize Picks".

L (416) 510-3530	VISIT IBEW	VISIT TEIBAS	HOME	JOB LIST
BEW LOCAL 353 XCELLENCE AT WORK				
	QA SERVER — VERSION 0.5.4-BUILD.2			
 You must submit your picks for them to be register 	ed for tomorrows dispatch			
Show All Calls (viewing calls for your classification)				
	JOURNEYPERSON			
Number of Members: 6		Number of Calls:	3	
irst out for out of town calls N/A ast out of work date dispatched N/A				
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11 You will be directed to the 'Job Bids Submissions' page.

On this page, you can rank your job preferences out of the jobs you have selected, by clicking on the arrows beside each job to rearrange their position.

	QA SERVER — VERSION 0.5.4-BUILD.2		
Submit Job Bids			
${f D}$ Use the up and down arrow buttons next to each job to order igsilon You must receive a confirmation code after submission for you	them from the most to least interested r picks to be counted		
Call # 3382 Required Members 2 Contractor BLACK & MCDONALD LIMITED Schedule Tues - Fri 6 x 10 Shift Type Days	BLACK & MCDONALD LIMITED - 31 PULLMAN COURT Job is at multiple locations BRING ALL SAFETIES / CERTS. Check location on map @		
Call # 3381 Required Members 2 Contractor Ian's Demo Company Schedule Mon - Thurs 7 x 10 + 10 Shift Type Shift	Ian's Demo Company - 245 Forest Run Blvd Job is at multiple locations SLAB WORK <u>Check location on map @</u>		
Call # 3383 Required Members 2 Contractor AMAZON Schedule Mon - Thurs 5 x 7.5 Shift Type Shift	AMAZON - 55 ADMINISTRATION ROAD UNIT 14 Job is at multiple locations SLAB WORK <u>Check location on map @</u>		

12 Once you are satisfied with your job selections and preference ranking, click "Submit".

Submit Job Bids

Call # 3381 Required Members 2 Contractor Ian's Demo Company Schedule Mon - Thurs 7 x 10 + 10 Shift Type Shift	Ian's Demo Company - 245 Forest Run Blvd Job is at multiple locations SLAB WORK <u>Check location on map</u> ご
Call # 3383 Required Members 2 Contractor AMAZON Schedule Mon - Thurs 5 x 7.5 Shift Type Shift	AMAZON - 55 ADMINISTRATION ROAD UNIT 14 Job is at multiple locations SLAB WORK <u>Check location on map</u>
Call # 3382 Required Members 2 Contractor BLACK & MCDONALD LIMITED Schedule Tues - Fri 6 x 10 Shift Type Days	BLACK & MCDONALD LIMITED - 31 PULLMAN COURT Job is at multiple locations BRING ALL SAFETIES / CERTS. <u>Check location on map.</u> ©

13 Note

If you had placed bids beforehand, you will get this warning.

Click "Confirm".

G (410) 510-5550		VISIT IBEW VISIT TEIBAS		JST USER V
IBEW LOCAL 35: 🛆	Notice You have already placed bids for the next dispatch day, any ne uurrent ones.	ew picks will replace the		
Submit Job Bids		CANCEL		
Use the up and down arrow buttons next to				
You must receive a confirmation code after s				
Call # 3381 Required Members 2 Contractor lan's Demo Company Schedule Mon - Thurs 7 x 10 + 10 Shift Type Shift		any - 245 Forest Run Blvd ocations <u>map 6</u> *		
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14 Once confirmed, you will get a confirmation code. Please make a note of the confirmation code for your records.

If you wish to view/print your job selections receipt, Click "Print receipt" and follow the steps.

(410) 510-35	530				VISIT IBEW	VISIT TEIBAS	HOME	JOB LIST	-
IBEW L	OCAL 353 at work								
			QA	SERVER VERSION 0.5.4-BU	JILD.2				
Your Subm	nissions hav	ve been a	accepte	ed					
Please make	note of the confirma	tion code for yo	our records						
Confirmation Coo Confirmation Tim	de: 0411916554 ne: 2025-4-11 2:02 I	PM							
Jobs Bid On								Print Reco	eipt
Preference	Reference #	Unit	Class	Contractor		Start Date			
1	3381	S353	JW	lan's Demo Company		Tuesday, January 20t	h, 2026 8:54 AM	M	
2	3383	S353	JW	AMAZON		Sunday, March 8th, 2	026 4:52 PM		
3	3382	S353	JW	BLACK & MCDONALD LIMITED		Tuesday, July 8th, 20	25 10:56 PM		
Return Home →									

15 Otherwise click "Return Home" to return to the home page.

Please make	note of the confirmat	ion code for y	our records		
Confirmation Co Confirmation Tir Jobs Bid On	de: 0411916554 ne: 2025-4-11 2:02 F	M			
Preference	Reference #	Unit	Class	Contractor	Start Date
1	3381	S353	JW	lan's Demo Company	Tuesday, January 20th, 2026 8:54 AM
1	3381 3383	S353 S353	WL	lan's Demo Company AMAZON	Tuesday, January 20th, 2026 8:54 AM Sunday, March 8th, 2026 4:52 PM

Report Out of work

16 Once logged in to the JST, if you wish to report out of work, click "Send in out of work report".

IBEW353 Job Selection Website	
Working at Heights certification is now required prior to being eligible for Di available daytime class. This training is NOT available to Electrical Training Al	spatch. Please call Raquel at (416) 510-5009 to book a seat in the next liance Apprentices or members who are currently working.
🔺 Atte	ntion 🔺
In the event the online jobs list does not update, members interested in bein updated nightly at 5:00 PM, or visit a dispatch office and sign the daybook in	ig dispatched, are encouraged to listen to the information line (416) 510-3532, n person before 7:30 AM.
≘ Job List	➢ Report out of Work
See what Jobs are available to bid on today, bidding opens at 5:00pm each working day.	If you are currently out of work, it is important that you report this as soon as possible, use the link below to report that you are out of work.
View the leb list -	Send in out of work report

You will be directed to the 'Report out of work' page.

You will be required to select an Out of work reason from a dropdown list. To do this, Click "Select Reason".

Image: Description of the section o	L (416) 510-3530	VISIT IBEW	VISIT TEIBAS	НОМЕ	JOB LIST	٠	JST USER $\!$
Report Out of Work Report to the Union that you are currently out of work this will put you on the out of work list Message (Optional) Message (Optional)	IBEW LOCAL 353 EXCELLENCE AT WORK						
Report Out of Work Report to the Union that you are currently out of work this will put you on the out of work list		QA SERVER — VERSION 0.5.4-BUILD.2					
	Report Out of Work Report to the Union that you are currently out of work, this will put you on the out of work list	Reason Select Reason Message (Optional)			SUBMIT		

18 For some reasons like 'Sick', you will be required to contact dispatch staff for further instructions.

Note

• You will not be put on the out of work list until you contact dispatch staff.

Check the "I acknowledge the above instructions" box.

	QA SERVER — VERSION 0.5.4-BUILD.2	
port Out of Work ort to the Union that you are currently out of work, this put you on the out of work list	Reason Sick Please contact dispatch staff for further inst please note that you will NOT be put on the list until you have. I acknowledge the above instructions Message (Optional)	≎ ructions, e out of work
Out of Work List Docition 1	Constant Out of Work Datas 2025 01 02	SUBMIT

19 Otherwise, go ahead and select your reason from the dropdown list.

	QA SERVER — VERSION 0.5.4-BUILD.2	
Report Out of Work Report to the Union that you are currently out of work, this will put you on the out of work list	Reason Sick GM Maintenance Hiring III & Injured Laid Off Maintenance Maternity / Paternity Parental Leave	
Out of Work List Position: 1	Current Out of Work Date: 2025-01-02	SUBMIT New Out of Work Date: 2025-01-02

20 If you wish to provide additional information about your out of work report, please do so in the the "Message (Optional)" field.

	QA SERVER — VERSION 0.5.4-BUILD.2		
port Out of Work sort to the Union that you are currently out of work, this put you on the out of work list	Reason Laid Off Message (Optional)	¢	
(i) Out of Work List Position: 15	Current Out of Work Date: 2025-01-02	New Out of Work Date: 2025-04-11	

16

21 Once you are satisfied with the reason and message, click "Submit".

port Out of Work	Reason	
will put you on the out of work list	Laid Off	٥
	Message (Optional)	
	I was laid off	
		SORWIT
) Out of Work List Position: 15	Current Out of Work Date: 2025-01-02	New Out of Work Date: 2025-04-11
Disclaimer!! These are approximate new out of	work date and position on the out of work list. This m	ay change by the time it is approved/reviewed.

Profile

22 To navigate to your member account profile, click "Profile" on under your name in the top right.



23 You will be directed to the Profile page. Here you can:

- Update your password (Encouraged)
- Enable/Disable notifications

To change your password:

- Enter in current password
- Enter in new desired password.
- Confirm new desired password.

Membership Information		
Please contact the local if any information requires a	Card #	H253258
inange.	Reporting As	JW - JOURNEYPERSON
	Status	Active
	Out Of Work Date	2025-04-11
	Reported Out Of Work Date	2025-04-11
	Passes	East - 3/10 North - 1/10 South - 2/5
Update Password Ensure your account is using a long, random password to stay secure.	Current Password New Password Confirm Password	SAVE

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lease contact the local if any information requires a shange.	Card #	H253258	
	Reporting As	JW - JOURNEYPERSON	
	Status	Active	
	Out Of Work Date	2025-04-11	
	Reported Out Of Work Date	2025-04-11	
	Passes	East - 3/10 North - 1/10 South - 2/5	
Jpdate Password insure your account is using a long, random password to tay secure.	Current Password New Password Confirm Password		E

Click "Confirm" to confirm new password.

Update Password	
Ensure your account is using a long, rar stay secure. Confirm Passw	ord
For your security, p	lease confirm your password to continue.
Notification Preferences	You have not enabled notifications.
	ENABLE
Browser Sessions	
	70.51.249.51, This device

To Enable notifications, Click "Enable".

	New Password
	Confirm Password
Notification Preferences These preferences control how you will be notified of pending dispatches to jobs after bidding on them.	You have not enabled notifications.
Browser Sessions Manage and log out your active sessions on other browsers and devices.	If necessary, you may log out of all of your other browser sessions across all of your devices. Some of your recent sessions are listed below, however, this list may not be exhaustive. If you feel your account has been compromised, you should also update your password. Windows - Chrome 70.51.249.51, This device LOG OUT OTHER BROWSER SESSIONS

	Get Scribe Pro
	_
Notification Preferences	
These preferences control how you will be notified of	You have enabled notifications.
pending dispatches to jobs after bloding on them.	Notification Method
	Home Phone (519) 663-7443
	Cell Phone (905) 638-0308
	Email qa.ldxtest.H253258@gmail.com
	Physical Mail 79230 Bogan Flat South Katelin, ON M0M 8M9 Canada
	If ap y of t he above information is incorrect please contact your Union Hall

Quick Links

28 To view your notifications, click on the bell icon at the top.

IBEW LOCAL 353							
EXCELLENCE AT WORK							
	QA SERVER — VERSION 0.5.	4-BUILD.2					
Membership Information							
Please contact the local if any information requires a	Card #	H253258 JW - JOURNEYPERSON					
change.	Reporting As						
	Status	Active					
	Out Of Work Date	2025-04-11					
	Reported Out Of Work Date	2025-04-11					
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		North - 1/10					
		South - 2/5					
Update Password	and the second second						
Ensure your account is using a long, random password to stay secure.	Current Password						
	New Deserved						

29 Where ever you are in the JST, to return to the home page, click on the "Home" button at the top.

(416) 510-3530	VISIT IBEW	VISIT TEIBAS	номе	JOB LIST
BEW LOCAL 353 xcellence at work				
QA SERVER — VERSION	I 0.5.4-BUILD.2			
You must submit your picks for them to be registered for tomorrows dispatch				
Show All calls (viewing calls for your classification)				
JOURNEYPE	RSON			
Number of Members: 6 First out for out of town calls N/A Last out of work date dispatched N/A		Number of Call	s: 3	
JW CALLS FOR 35	3 SOUTH			
Call # 3382 BLACK & M Required Members 2 Job is at mu Contractor BLACK & MCDONALD LIMITED BRING ALL Schedule Tues - Fri 6 x 10 Check locat Shift Type Days Tuesday, July 8th, 2025 10:56 PM	ICDONALD LIMITED - 31 Iltiple locations SAFETIES / CERTS. ion on map ぱ	PULLMAN COURT		Add +
Call # 3381 Ian's Demo	Company - 245 Forest R	un Blvd		Add +

To visit the IBEW website, click "Visit IBEW".

(410) 510-5550	VISIT IBEW	VISIT TEIBAS	HOME	JOB LIST	•	JST USER
SEW LOCAL 353 CELLENCE AT WORK						
QA SERVER — VER	SION 0.5.4-BUILD.2					
IBEW353 Job Selection Website						
Working at Heights certification is now required prior to being eligible for Dis available daytime class. This training is NOT available to Electrical Training All	patch. Please call Raquel at (416 iance Apprentices or members v) 510-5009 to book who are currently wo	a seat in the orking.	next		
🔺 Atte	ntion 🔺					
In the event the online jobs list does not update, members interested in bein updated nightly at 5:00 PM, or visit a dispatch office and sign the daybook in	g dispatched, are encouraged to person before 7:30 AM.	listen to the inform	ation line (41	6) 510-3532,		
	➢ Report out of Work	c				
Consultat laboration includes to bid an today, bidding another the Colomb contraction	If you are currently out of work, it	is important that you I	report this as so	oon as		
day.	possible, use the link below to rep	ort that you are out of	f work.			

31 To visit the Teibas website, click "Visit Teibas".

416) 510-3530	VISIT IBEW	VISIT T	EIBAS	номе	JOB LIST	٠	JST USE
EW LOCAL 353							
QA SERVER — VER	SION 0.5.4-BUILD.2						
IBEW353 Job Selection Website							
Working at Heights certification is now required prior to being eligible for Dis available daytime class. This training is NOT available to Electrical Training All	patch. Please call Raquel at (410 iance Apprentices or members v	5) 510-5009 who are cu	9 to book a se rrently workin	eat in the r ng.	next		
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See what Jobs are available to bid on today, bidding opens at 5:00pm each working day.	If you are currently out of work, it possible, use the link below to rep	t is importan port that you	t that you repor a are out of wor	rt this as so rk.	on as		

32 Another way to access the 'Job List' page is by click "Job List" at the top.

W LOCAL 353 LENCE AT WORK QA SERVER — VERSI						
QA SERVER — VERSI	ION 0.5 4-BUILD 2					
	ION 0.5.4-BOILD.2					
BEW353 Job Selection Website						
forking at Heights certification is now required prior to being eligible for Disp. vailable daytime class. This training is NOT available to Electrical Training Allia	oatch. Please call Raquel at (416) ance Apprentices or members w	510-5009 to book ho are currently wo	a seat in the r rking.	next		
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ew the Job List \rightarrow	Send in out of work report \rightarrow					