

USER REFERENCE GUIDE

Job Selection Tool (JST)

v25.11

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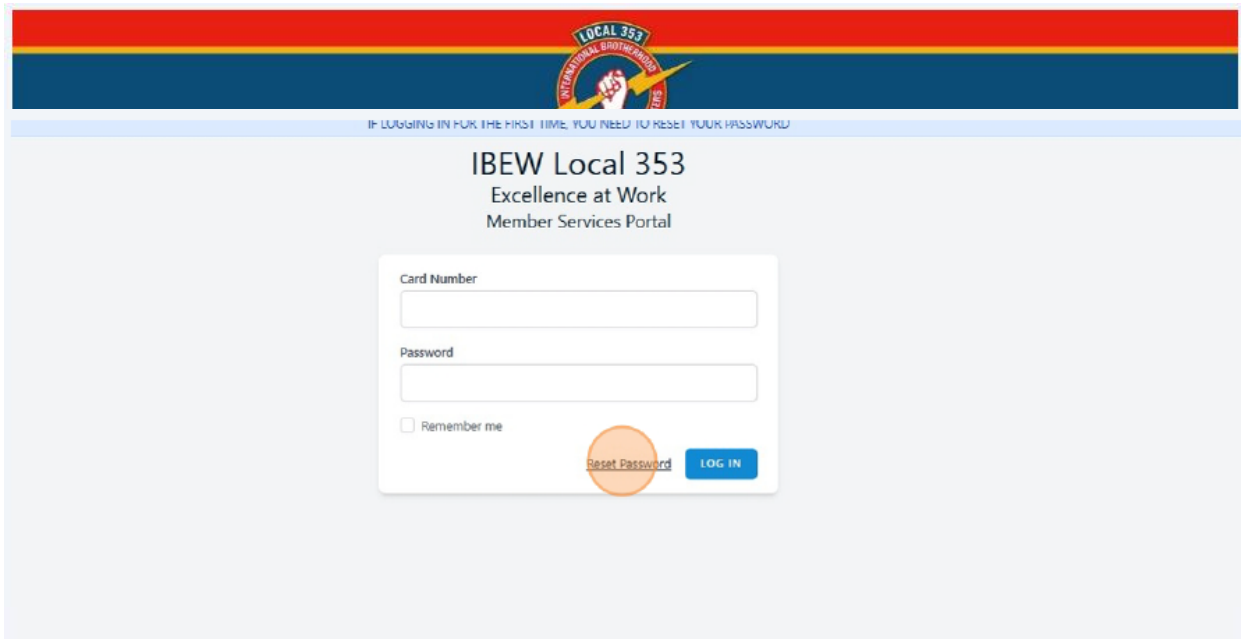
Introduction

Welcome to the IBEW 353 Job Selection Tool (JST) user Reference Guide. 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.

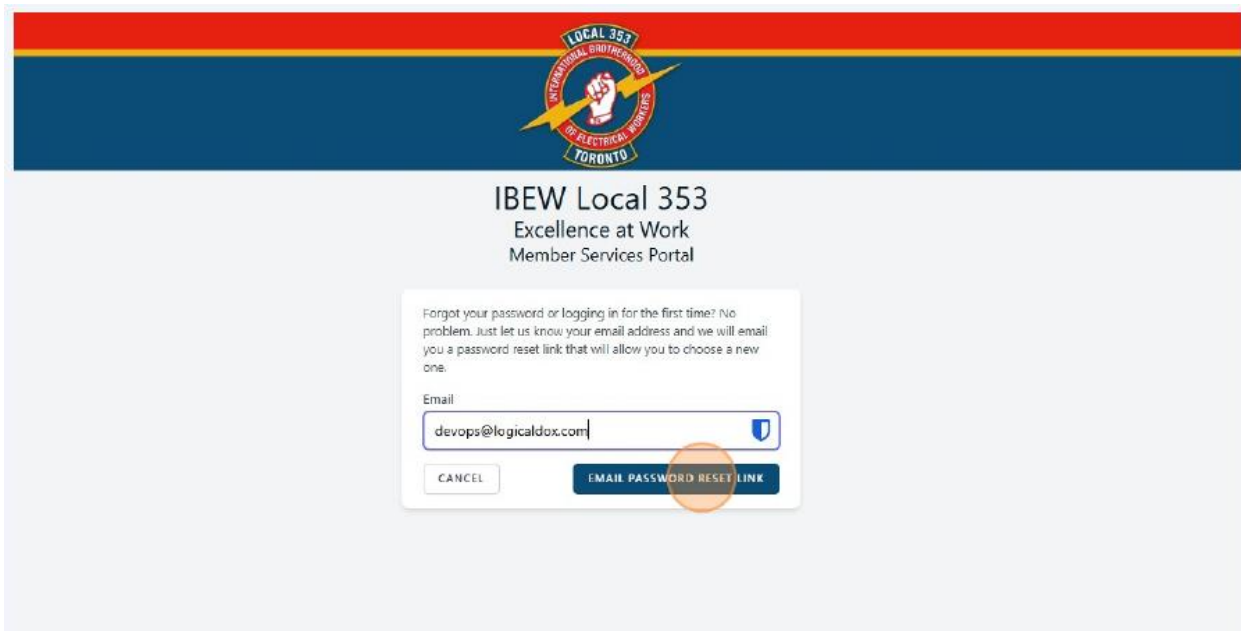
Logging In

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 <https://msp.ibew353.org> on your device.

The screenshot shows the login page for the IBEW Local 353 Member Services Portal. At the top, there is a red and blue header with the IBEW Local 353 logo. Below the header, a light blue banner contains the text "IF LOGGING IN FOR THE FIRST TIME, YOU NEED TO RESET YOUR PASSWORD". The main heading is "IBEW Local 353" with the tagline "Excellence at Work" and "Member Services Portal". The login form includes a "Card Number" field, a "Password" field, and a "Remember me" checkbox. There are two buttons at the bottom: a circular orange "Reset Password" button and a blue "LOG IN" button.

2. If logging in for the first time, you need to reset your password. Click on the 'Forgot Password' link to set your password.
3. Click 'Forgot Password' to be redirected to the password reset page. Enter the email address you have registered with IBEW 353.
 - If the email entered does not match the one on file, the following message will appear: "We can't find a user with that email address."
 - **Note:** If you receive this message, please contact the IBEW 353 Hall to have your email address added or updated in their records.
 - Once the correct email is entered, click Email password Reset Link to proceed

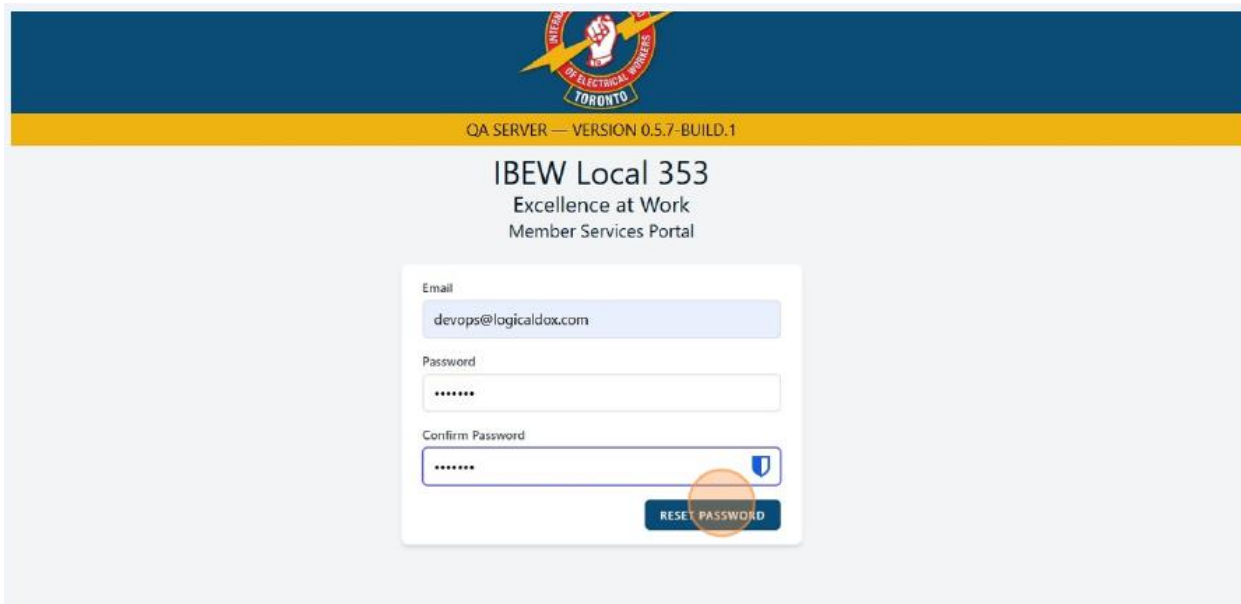


IBEW Local 353
Excellence at Work
Member Services Portal

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

4. You will receive an email with a password reset link. Open the email and click 'reset Password'.
5. Enter the email address registered with IBEW 353 once more. Next, create your new 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

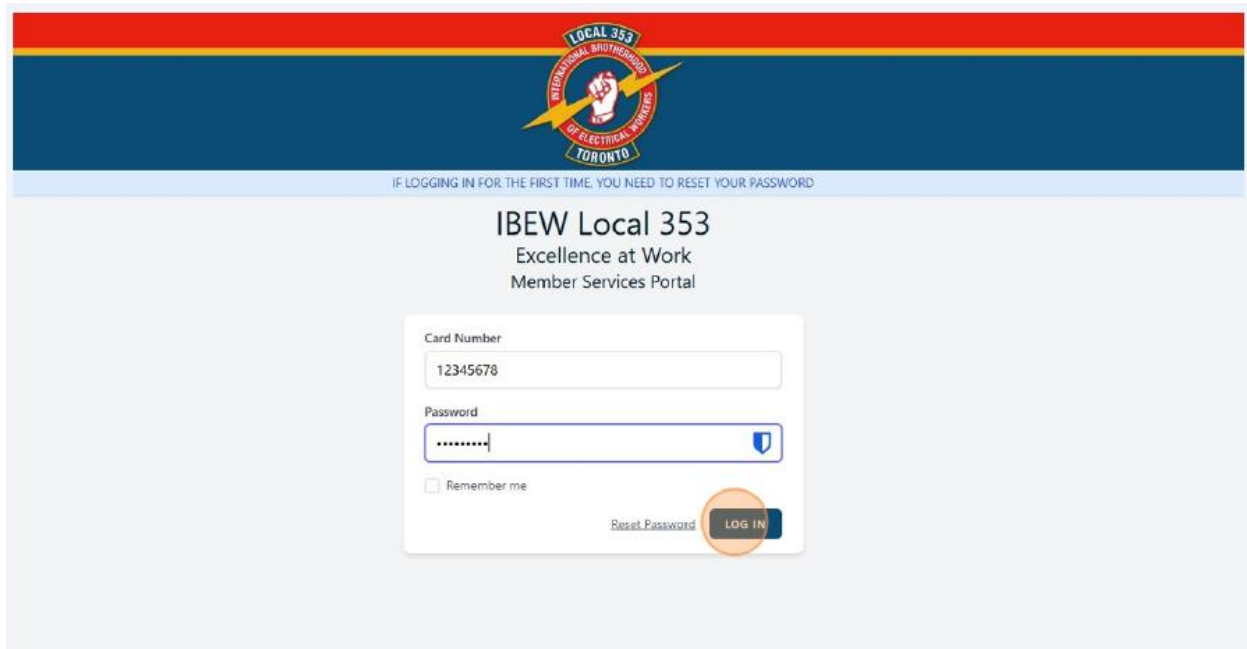
Password

Confirm Password

Job Selection Tool (JST)

6. After 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 created, then click **Log In** to access your member account.



The screenshot shows the login page for the IBEW Local 353 Member Services Portal. At the top, there is a header with a red and blue background and the IBEW Local 353 logo. Below the header, a message reads: "IF LOGGING IN FOR THE FIRST TIME, YOU NEED TO RESET YOUR PASSWORD". The main heading is "IBEW Local 353" with the tagline "Excellence at Work" and "Member Services Portal". The login form contains two input fields: "Card Number" with the value "12345678" and "Password" with masked characters. There is a "Remember me" checkbox and a "LOG IN" button. A "Reset Password" link is also visible.

Job Selection

1. On the Home page of the Job Selection Tool, you'll find important announcements your Local is sharing with its members.

You'll also see options for **Job List** and **Report Out of Work**. To view available jobs, click 'View the Job List'.

IBEW353 Job Selection Website

Working at Heights certification is now required prior to being eligible for Dispatch. Please call Raquel at (416) 510-5009 to book a seat in the next available daytime class. This training is **NOT** available to Electrical Training Alliance Apprentices or members who are currently working.

⚠ Attention ⚠

In the event the online jobs list does not update, members interested in being dispatched, are encouraged to listen to the information line (416) 510-3532, updated nightly at 5:00 PM, or visit a dispatch office and sign the daybook in person before 7:30 AM.

Job List

See what Jobs are available to bid on today; bidding opens at 5:00pm each working day.

[View the Job List →](#)

Report out of Work

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.

[Send in out of work report →](#)

2. You will be directed to the **Job List** page.

Note: By default, the Job List displays only the jobs you are eligible to bid on. If you would like to view all available jobs—including those you are not eligible to bid for—turn on the 'Show All Calls' toggle.

EXCELLENCE AT WORK

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You must submit your picks for them to be registered for tomorrow's dispatch

☐ Show All Calls (viewing calls for your classification)

JOURNEYPERSON

Number of Members: 6

Number of Calls: 3

First out for out of town calls **N/A**

Last out of work date dispatched **N/A**

JW CALLS FOR 353 SOUTH

<div>Call # 3382</div> <div>Required Members 2</div> <div>Contractor BLACK & MCDONALD LIMITED</div> <div>Schedule Tues - Fri 6 x 10</div> <div>Shift Type Days</div> <div>Tuesday, July 8th, 2025 10:56 PM</div>	<div>BLACK & MCDONALD LIMITED - 31 PULLMAN COURT</div> <div>Job is at multiple locations</div> <div>BRING ALL SAFETIES / CERTS.</div> <div>Check location on map ↗</div>	<div>Add +</div>
<div>Call # 3381</div> <div>Required Members 2</div> <div>Contractor Ian's Demo Company</div> <div>Schedule Mon - Thurs 7 x 10 + 10</div> <div>Shift Type Shift</div> <div>Tuesday, January 20th, 2026 8:54 AM</div>	<div>Ian's Demo Company - 245 Forest Run Blvd</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div> <div>Check location on map ↗</div>	<div>Add +</div>
<div>Call # 3383</div> <div>Required Members 2</div> <div>Contractor AMAZON</div>	<div>AMAZON - 55 ADMINISTRATION ROAD UNIT 14</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div>	<div>Add +</div>

Job Selection Tool (JST)

- Click the **Add +** button beside any job you wish to select.

Note:

- To view a job's location on a map, click Check Location on Map.
- To deselect a job you no longer wish to bid on, click the Remove – button.

EXCELLENCE AT WORK

QA SERVER — VERSION 0.5.4-BUILD.2

You must submit your picks for them to be registered for tomorrow's dispatch

Show All Calls

(viewing calls for your classification)

JOURNEYPERSON

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JW CALLS FOR 353 SOUTH

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<div>Call # 3381</div> <div>Required Members 2</div> <div>Contractor Ian's Demo Company</div> <div>Schedule Mon - Thurs 7 x 10 + 10</div> <div>Shift Type Shift</div> <div>Tuesday, January 20th, 2026 8:54 AM</div>	<div>Ian's Demo Company - 245 Forest Run Blvd</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div> <div>Check location on map</div>	<div>Add +</div>
<div>Call # 3383</div> <div>Required Members 2</div> <div>Contractor AMAZON</div>	<div>AMAZON - 55 ADMINISTRATION ROAD UNIT 14</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div>	<div>Add +</div>

Show All Calls

(viewing calls for your classification)

JOURNEYPERSON

Number of Members: 6

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First out for out of town calls **N/A**

Last out of work date dispatched **N/A**

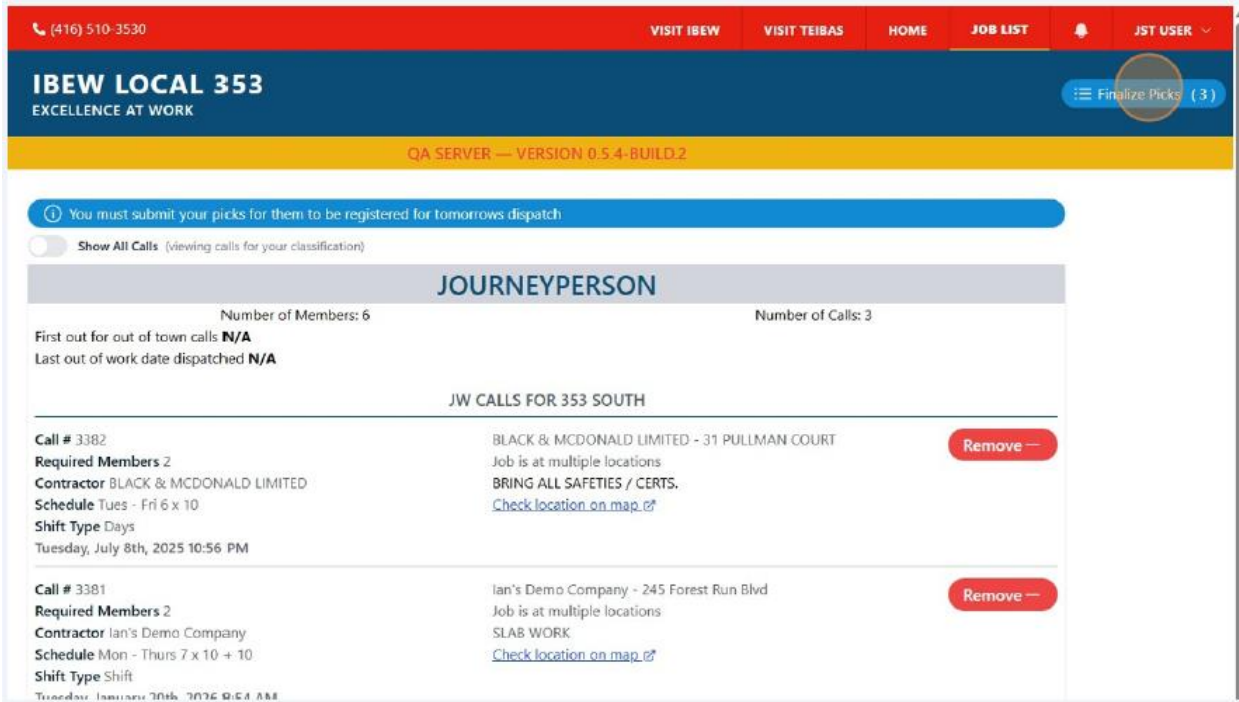
JW CALLS FOR 353 SOUTH

<div>Call # 3382</div> <div>Required Members 2</div> <div>Contractor BLACK & MCDONALD LIMITED</div> <div>Schedule Tues - Fri 6 x 10</div> <div>Shift Type Days</div> <div>Tuesday, July 8th, 2025 10:56 PM</div>	<div>BLACK & MCDONALD LIMITED - 31 PULLMAN COURT</div> <div>Job is at multiple locations</div> <div>BRING ALL SAFETIES / CERTS.</div> <div>Check location on map</div>	<div>Remove —</div>
<div>Call # 3381</div> <div>Required Members 2</div> <div>Contractor Ian's Demo Company</div> <div>Schedule Mon - Thurs 7 x 10 + 10</div> <div>Shift Type Shift</div> <div>Tuesday, January 20th, 2026 8:54 AM</div>	<div>Ian's Demo Company - 245 Forest Run Blvd</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div> <div>Check location on map</div>	<div>Add +</div>
<div>Call # 3383</div> <div>Required Members 2</div> <div>Contractor AMAZON</div> <div>Schedule Mon - Thurs 5 x 7.5</div> <div>Shift Type Shift</div> <div>Sunday, March 8th, 2026 4:52 PM</div>	<div>AMAZON - 55 ADMINISTRATION ROAD UNIT 14</div> <div>Job is at multiple locations</div> <div>SLAB WORK</div> <div>Check location on map</div>	<div>Add +</div>

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Job Selection Tool (JST)

- Once you are satisfied with your job selection, click 'Finalize Picks'.



(416) 510-3530 VISIT IBEW VISIT TEIBAS HOME JOB LIST JST USER

IBEW LOCAL 353
EXCELLENCE AT WORK

Finalize Picks (3)

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① You must submit your picks for them to be registered for tomorrow's dispatch

Show All Calls (viewing calls for your classification)

JOURNEYPerson

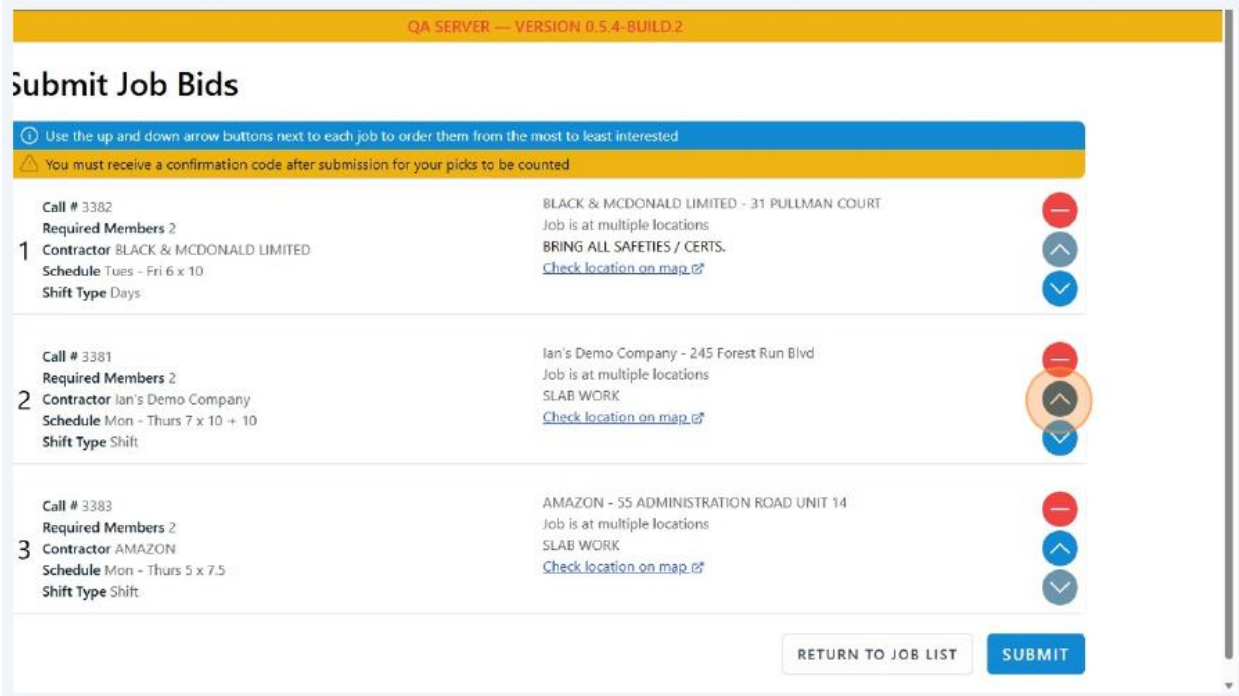
Number of Members: 6 Number of Calls: 3

First out for out of town calls **N/A**
Last out of work date dispatched **N/A**

JW CALLS FOR 353 SOUTH

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. Check location on map	Remove
Call # 3381 Required Members 2 Contractor Ian's Demo Company Schedule Mon - Thurs 7 x 10 + 10 Shift Type Shift Thursday, January 30th, 2026 9:54 AM	Ian's Demo Company - 245 Forest Run Blvd Job is at multiple locations SLAB WORK Check location on map	Remove

- You will be directed to the **Job Bid Submissions** page. Here, you can rank your selected jobs by using the arrows beside each job to rearrange them in your preferred order.



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Submit Job Bids

① Use the up and down arrow buttons next to each job to order them from the most to least interested

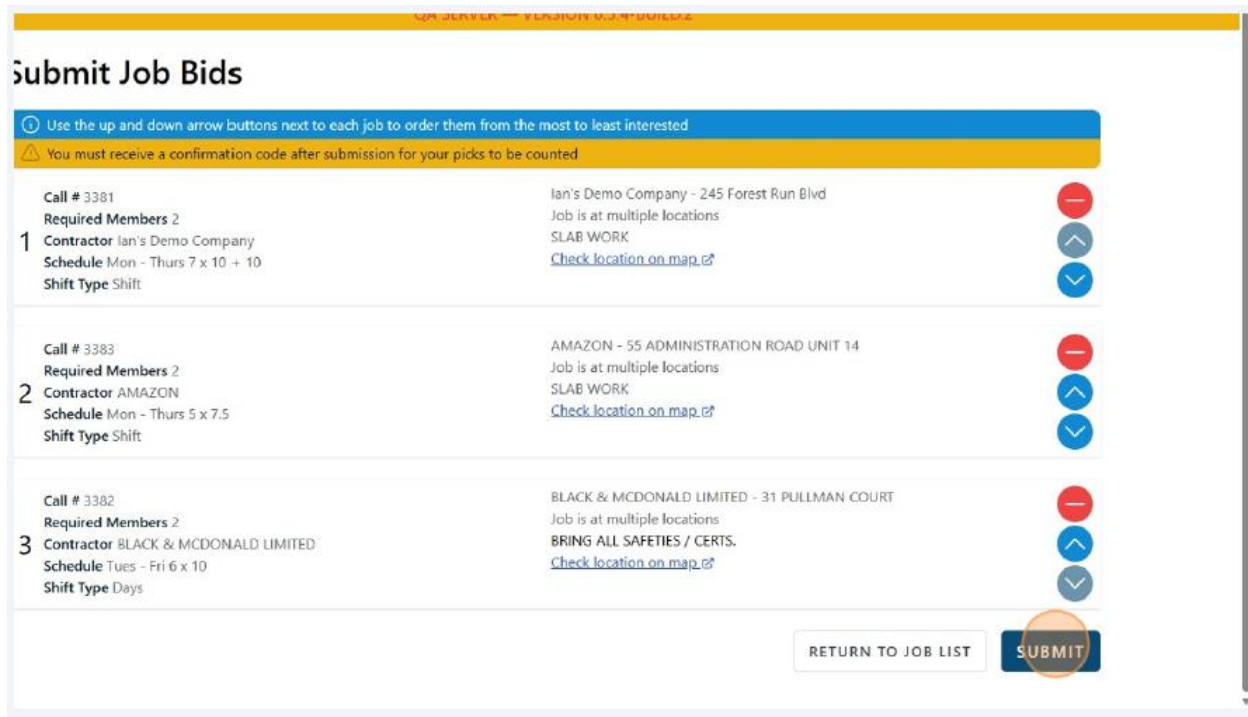
⚠ You must receive a confirmation code after submission for your picks to be counted

1	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	— ↑ ↓
2	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 Check location on map	— ↑ ↓
3	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 Check location on map	— ↑ ↓

RETURN TO JOB LIST SUBMIT

Job Selection Tool (JST)

6. Once you are satisfied with your job selections and preference ranking, click **Submit**.



Submit Job Bids

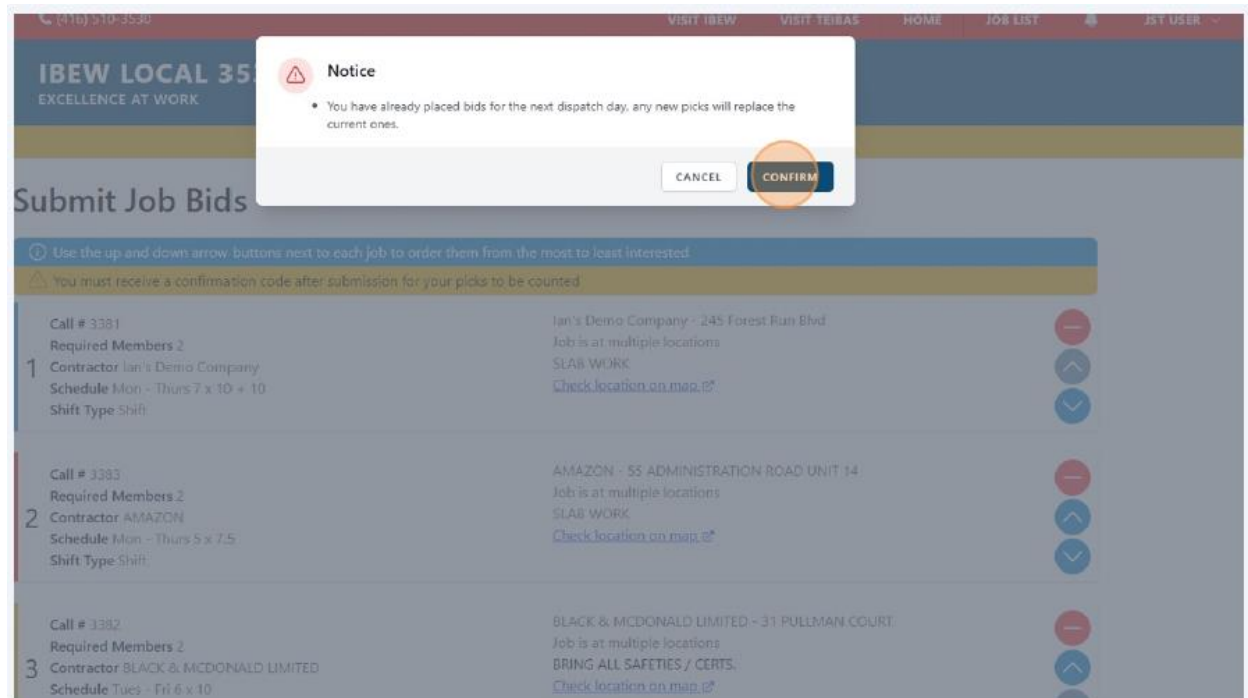
Use the up and down arrow buttons next to each job to order them from the most to least interested

You must receive a confirmation code after submission for your picks to be counted

Call # 3381 Required Members 2 1 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 Check location on map	- ^ v
Call # 3383 Required Members 2 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 Check location on map	- ^ v
Call # 3382 Required Members 2 3 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	- ^ v

RETURN TO JOB LIST **SUBMIT**

Note: If you had placed bids beforehand, you will get this warning. Click "Confirm".



Notice

- You have already placed bids for the next dispatch day, any new picks will replace the current ones.

CANCEL **CONFIRM**

Submit Job Bids

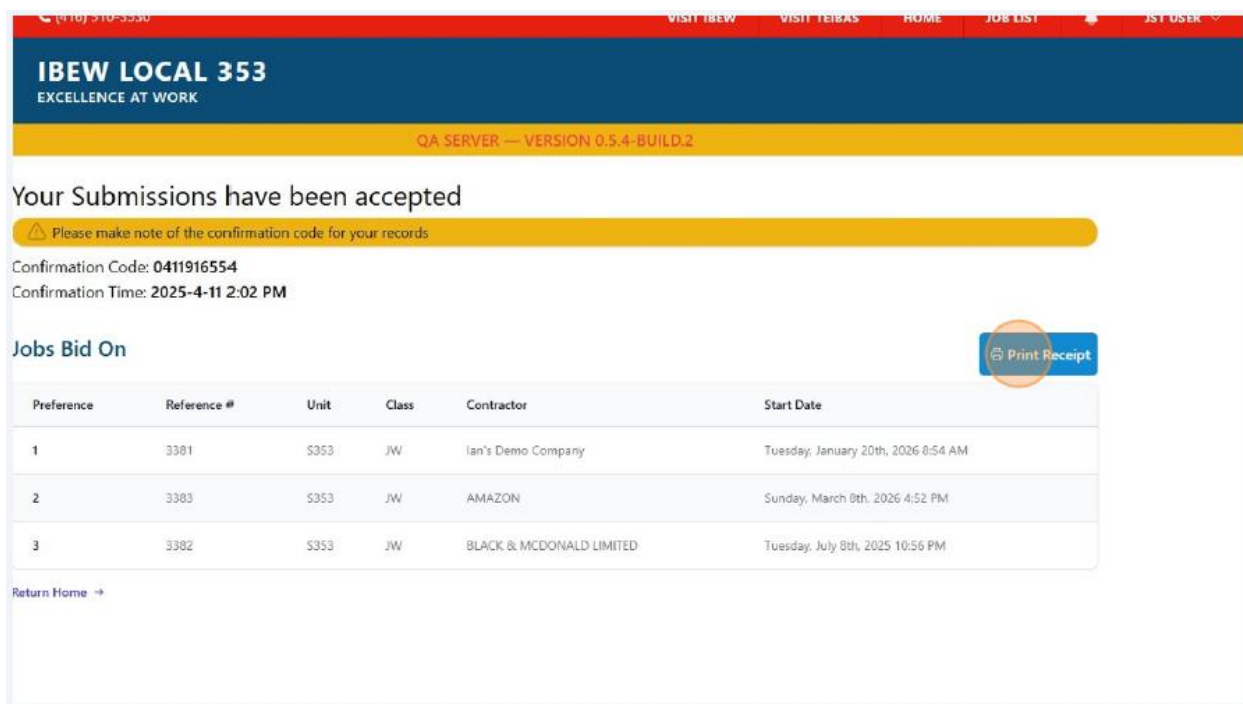
Use the up and down arrow buttons next to each job to order them from the most to least interested

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Call # 3381 Required Members 2 1 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 Check location on map	- ^ v
Call # 3383 Required Members 2 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 Check location on map	- ^ v
Call # 3382 Required Members 2 3 Contractor BLACK & MCDONALD LIMITED Schedule Tues - Fri 6 x 10	BLACK & MCDONALD LIMITED - 31 PULLMAN COURT Job is at multiple locations BRING ALL SAFETIES / CERTS. Check location on map	- ^ v

Job Selection Tool (JST)

- After submitting, you will receive a confirmation code. Please record this code for your records. If you wish to view or print your job selection receipt, click **Print Receipt** and follow the on-screen instructions.



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Your Submissions have been accepted

Please make note of the confirmation code for your records

Confirmation Code: **0411916554**
Confirmation Time: **2025-4-11 2:02 PM**

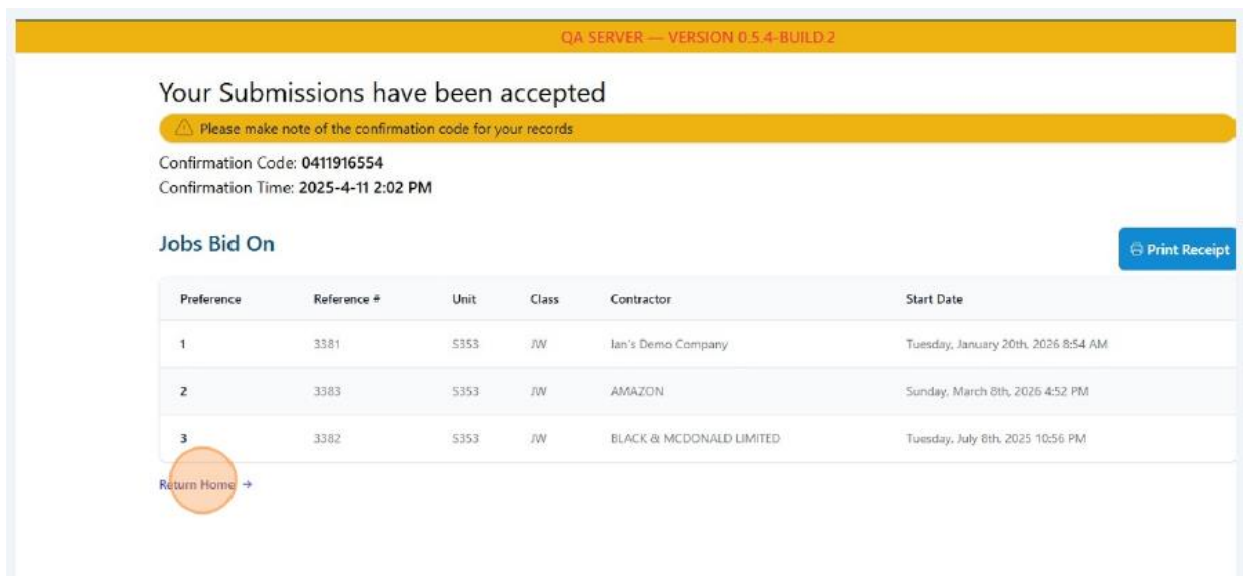
Jobs Bid On

Preference	Reference #	Unit	Class	Contractor	Start Date
1	3381	S353	JW	Ian's Demo Company	Tuesday, January 20th, 2026 8:54 AM
2	3383	S353	JW	AMAZON	Sunday, March 8th, 2026 4:52 PM
3	3382	S353	JW	BLACK & MCDONALD LIMITED	Tuesday, July 8th, 2025 10:56 PM

[Return Home →](#)

[Print Receipt](#)

Otherwise click on 'return Home' to return to the home page.



QA SERVER — VERSION 0.5.4-BUILD.2

Your Submissions have been accepted

Please make note of the confirmation code for your records

Confirmation Code: **0411916554**
Confirmation Time: **2025-4-11 2:02 PM**

Jobs Bid On

Preference	Reference #	Unit	Class	Contractor	Start Date
1	3381	S353	JW	Ian's Demo Company	Tuesday, January 20th, 2026 8:54 AM
2	3383	S353	JW	AMAZON	Sunday, March 8th, 2026 4:52 PM
3	3382	S353	JW	BLACK & MCDONALD LIMITED	Tuesday, July 8th, 2025 10:56 PM

[Return Home →](#)

[Print Receipt](#)

Report Out of Work

1. Once logged in to the JST, click **Send In Out of Work Report** if you wish to report that you are out of work.

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IBEW353 Job Selection Website

Working at Heights certification is now required prior to being eligible for Dispatch. Please call Raquel at (416) 510-5009 to book a seat in the next available daytime class. This training is **NOT** available to Electrical Training Alliance Apprentices or members who are currently working.

⚠ Attention ⚠

In the event the online jobs list does not update, members interested in being dispatched, are encouraged to listen to the information line (416) 510-3532, updated nightly at 5:00 PM, or visit a dispatch office and sign the daybook in person before 7:30 AM.

Job List

See what Jobs are available to bid on today; bidding opens at 5:00pm each working day.

[View the Job List →](#)

Report out of Work

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.

[Send in out of work report →](#)

2. 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".

(416) 510-3530

VISIT IBEW VISIT TEIBAS HOME JOB LIST JST USER

IBEW LOCAL 353

EXCELLENCE AT WORK

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

Job Selection Tool (JST)

- For certain reasons—such as **Sick**—you will be required to contact the dispatch staff for further instructions.

Note:

- You will not be placed on the out-of-work list until you speak with dispatch staff.
- Check the 'I acknowledge the above instructions' box to proceed.

IBEW LOCAL 353
EXCELLENCE AT WORK

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

Please contact dispatch staff for further instructions, please note that you will **NOT** be put on the out of work list until you have.

I acknowledge the above instructions ☒

Message (Optional)

SUBMIT

Out of Work List Position: 1 Current Out of Work Date: 2025-01-02 New Out of Work Date: 2025-01-02

Disclaimer!! These are approximate new out of work date and position on the out of work list. This may change by the time it is approved/reviewed.

- Otherwise, simply select your reason from the dropdown list to proceed.

IBEW LOCAL 353
EXCELLENCE AT WORK

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
Ill & Injured
Laid Off
Maintenance
Maternity / Paternity
Parental Leave

SUBMIT

Out of Work List Position: 1 Current Out of Work Date: 2025-01-02 New Out of Work Date: 2025-01-02

Disclaimer!! These are approximate new out of work date and position on the out of work list. This may change by the time it is approved/reviewed.

Job Selection Tool (JST)

- If you wish to provide additional details about your out-of-work report, you may enter them in the **Message (Optional)** field.

IBEW LOCAL 353
EXCELLENCE AT WORK

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
Laid Off

Message (Optional)

SUBMIT

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 may change by the time it is approved/reviewed.

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

IBEW LOCAL 353
EXCELLENCE AT WORK

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
Laid Off

Message (Optional)
I was laid off

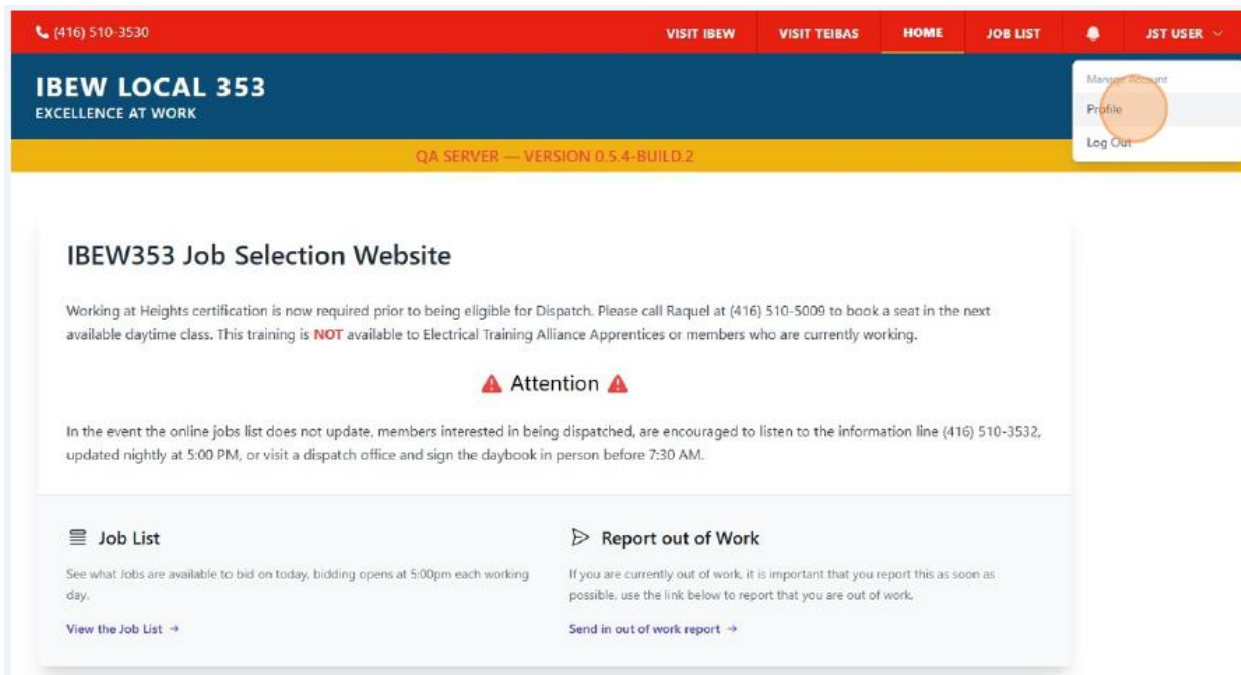
SUBMIT

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 may change by the time it is approved/reviewed.

Profile

- To access your member account profile, click **Profile** under your name in the top-right corner. You will be directed to the Profile page. Here you can:
 - View Membership Information
 - Update your password (Encouraged)
 - Enable/Disable Notifications



The screenshot shows the IBEW353 Job Selection Website interface. At the top, there is a red navigation bar with a phone icon and the number (416) 510-3530, and links for VISIT IBEW, VISIT TEIBAS, HOME, JOB LIST, and JST USER. Below this is a blue header with the IBEW LOCAL 353 logo and the tagline EXCELLENCE AT WORK. A yellow banner indicates the QA SERVER version 0.5.4-BUILD.2. On the right, a user menu shows options for Manage Account, Profile, and Log Out. The main content area features a section titled "IBEW353 Job Selection Website" with a notice about working at heights certification. Below this is an "Attention" alert with a red triangle icon, stating that the online jobs list does not update and members should listen to an information line. At the bottom, there are two sections: "Job List" with a link to view the job list, and "Report out of Work" with a link to send an out of work report.

Membership Information

Membership information is displayed at the top of the profile page. You can view your: **Card number**, **reporting classification**, **Membership Status**, **Out of work date**, **Reported out of work date**, and **pass counts for each unit**.



The screenshot shows the "Membership Information" section of the profile page. It includes a note to contact the local if any information requires a change. Below this is a table displaying the member's details:

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

Job Selection Tool (JST)

Update Your Password

To change your password:

- Enter your current password.
- Enter your new desired password.
- Confirm your new password by entering it again. Click Save and confirm.

Update Password
Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

SAVE

Enable/Disable Notifications

To Enable notifications, Click "Enable". Select your preferred method of notification: Phone, or email.

To Disable, click 'Disable'.

Notification Preferences
These preferences control how you will be notified of pending dispatches to jobs after bidding on them.

You have not enabled notifications.

ENABLE

Notification Preferences
These preferences control how you will be notified of pending dispatches to jobs after bidding on them.

You have enabled notifications.

Notification Method

Home Phone
(519) 663-7443

Cell Phone
(905) 638-0308

Email
qa.lxdtest.H253258@gmail.com

Physical Mail
79230 Egan Flat
South Kaitlin, ON M0M 8M9
Canada

If any of the above information is incorrect please contact your Union Hall

DISABLE

Quick Links

Notifications

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



IBEW Website

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



Teibas Website

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

