HOW TO REGISTER ON THE MEMBER PORTAL

1. Go to [www.smw104.org](http://www.smw104.org)
2. Click on LOGIN
3. Click on the “Sign up now” link below the Sign In button
4. Enter a valid email address (this e-mail address should be same e-mail address you have given to Local 104)
5. Click Send verification code button
6. Go to your email and look for an email from “Microsoft on behalf of JAMS”
7. Open the email and get the six digits
   a. If you do not see the email, check your spam and junk mailboxes or
   b. You can go back to the member portal and click on “Send new code” button
8. Come back to the registration page and enter the Verification code
9. Click Verify code button
10. Choose and enter a password (The password guidelines are: 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | : ' , ? / ` ~ " ( ) ; .)
11. Re-type the same password in the Confirm New Password field
12. Enter the last four digits of your social security number
13. Click Create (button will be clickable when e-mail address has been verified and all other information is inputted)
14. If your account creation is successful, you will be taken directly to the home page of the member portal.
15. If you see the message, “Your member account could not be matched….” (see below) or “An account with this specific ID already exists…”, call 1-925-314-8600 and choose the option for questions regarding members logging into the member portal.
16. You are now registered and logged onto the member portal for SMW Local Union No. 104.

LOG INTO THE MEMBER PORTAL

1. Go to www.smw104.org
2. Click on the LOGIN button
3. Enter your email address
4. Enter your password
5. Click Sign In

6. You will be directed to the Home page of the Member Portal
SIGN THE OUT OF WORK LIST

1. Go to www.smw104.org
2. Click on the LOGIN button
3. Enter your email address
4. Enter your password
5. Click Sign In

6. You will be directed to your summary page of the Member Portal
7. On the Employment Info card, you will see Eligible to Work Registration. Review your current Dispatch Area.
8. If you want to sign the out of work list for your existing Area, Click REGISTER or
9. Click on UPDATE MY DISPATCH AREA first to change your dispatch area

10. If you clicked REGISTER, you are done. You will see the below “Thank you for your registration” message:
11. If you clicked on Update My Jurisdiction to first change your dispatch area, choose a new dispatch area from the drop-down list

12. Click Save Changes

13. Go back to Employment screen and then click REGISTER to sign the out of work list

14. You are done. You will see the above “Thank you for your registration” message.
PAY DUES/MEMBERSHIP FEES

1. Go to www.smw104.org
2. Click on the LOGIN button
3. Enter your email address
4. Enter your password
5. Click Sign In

6. You will be directed to your summary page of the Member Portal
7. Under Payments on the left-side navigation bar, click on Pay Membership Fees
8. If the disclaimer pops up, make sure to review if you haven’t before and then click CLOSE
9. Review your current Dues Paid Through Date and monthly Dues Amount
10. Click on the MAKE A PAYMENT button

11. The Payment Details page will auto-fill your name and address information. You can edit these fields if the card you are going to use has someone else’s name and/or address linked to it.
12. Once the name and address fields are accurate, enter in your Credit Card Number, Security #, Expiration Month and Year
13. Then enter the amount you want to pay
14. The email listed is the e-mail address we have on file for you. You can change this if you want your payment confirmation sent to a different e-mail
15. Click SUBMIT (or Cancel if you do not want to make this payment)
16. You will see a confirmation that your payment was successful (or denied for some reason)