



We Own It

March 20, 2017

Region 4 - Submission of Forms for Regional Bargaining Conference

1. The following forms are can be downloaded from this document, the OPSEU website or your member portal.

Unified:

- [Unified Credentials Form](#)
- [Unified Registration Form](#)
- [Unified Advance Form](#)

Corrections:

- [Corrections Credentials Form](#)
- [Corrections Registration Form](#)
- [Corrections Advance Form](#)

- [Human rights accommodation request Form](#)

2. All the forms related to registration must be submitted **no later than April 25, 2017**.
3. Members are encouraged to register on-line through the member portal or they can submit their forms by email or fax to the following regional offices:

Region	Email address	Fax #
4	region4@opseu.org	613-498-3088

4. It is critical that the Credentials Form be submitted as soon as possible following your local demand-set meeting. The form identifies all the delegates and alternates elected and replaces the need for local officers to sign individual registration forms. There is a separate Credentials Form for each bargaining unit. Members will **not** be able to register on-line until the Credentials Form has been received.

5. Procedures for On-line Submission of Forms

On-line submission of the following registration forms for this meeting is now available. Members will be able to complete the Member Event Registration Form

and Hotel Booking Form on their computer and submit them directly online through OPSEU's member portal.

Attached are two documents to help with this process:

1. Instructions on how to register for the member portal, if members are not already using it. This is required to be able to register for events online.
2. Instructions for the online registration process

This is a voluntary process and members are still able to submit their forms in the normal fashion. The goal is to make the registration process faster and easier, especially as the **April 25, 2017** deadline approaches.

Some forms will still need to be submitted separately, outside of the online registration process. They are the Advance Request Form, Direct Deposit Agreement Form and Human Rights Accommodation Form, if required. These forms are available to download through the member portal. These additional forms are all fillable pdf documents that can be completed electronically and submitted via email to the addresses specified on the respective form. If a signature is required, the additional forms must be printed and signed, then scanned or faxed. The forms can also be mailed to the Regional Office at 133 King St. W., Unit 204, Brockville, On K6V 6Z1.

We encourage you and your members to try the online registration process and we would appreciate any feedback that you can provide. Please let us know if the instructions are clear and easy to follow, as well as any problems that you might have encountered in the registration process itself. Any comments or suggestions can be sent by replying to the email that accompanied this letter.