



# OPSEU MEMBER PORTAL - HOW TO REGISTER, UPDATE ADDRESS, DEPENDANT AND DIRECT DEPOSIT INFORMATION

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OPSEU



# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: July 2018

## **Before You Begin**

You will need three pieces of information to register successfully and gain access to the OPSEU Member Portal. You need to know your **OPSEU Union Number** which can be do found on your OPSEU Membership Card. You will need your **First Name** and **Last Name** – exactly as it is entered in our membership database. Finally, you need your preferred **Secure Email Address** which is not your Employer’s email address. If you need assistance you can call the nearest OPSEU Regional Office for assistance.

Once you have the necessary information at hand, open a Web browser and go to:

<https://members.opseu.org>

Before you can Sign-In you must Sign-Up. Click on the [**Sign Up Now**] button.

**Union #:** Enter your OPSEU Union number.

**First Name:** Enter your first name as recorded in our membership database.

**Last Name:** Enter your last name as recorded in our membership database.

**Personal Email:** Enter your preferred, secure personal, Email Address and ensure this *is not an email address provided to you by your Employer*. Please know that your account activation link will be sent to this address.

**Username:** Create a valid Username. (NOTE: You are free to create any logon name you wish. It does not have to be the same as your actual name. For example you can use your Union# as your Username.)

**Password:** Create a valid password.

**Confirm Password:** Re-enter the password.

Once you have registered, an authentication email, with an activation link, will be sent to the email address you provided during the registration process.

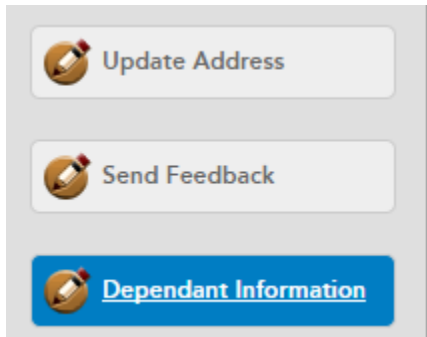
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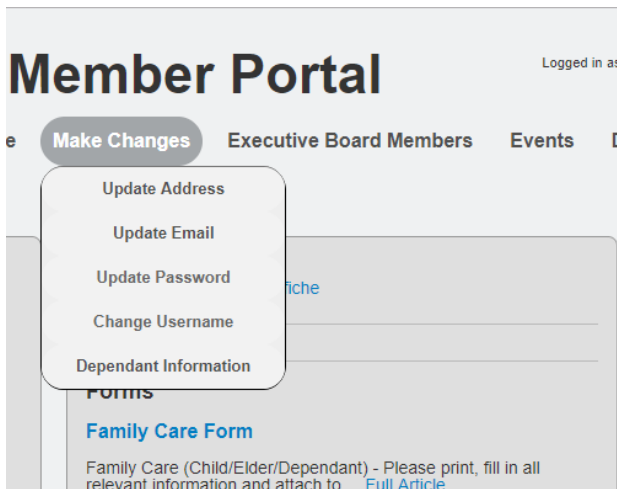
Once you activate your account, you can Sign-in using the Username and Password you created. *Keep this information safe and do not share it with anyone.*

## Updating Dependant Information through the Member Portal

Located on the **Home Page** menu is a button for updating Dependant Information.



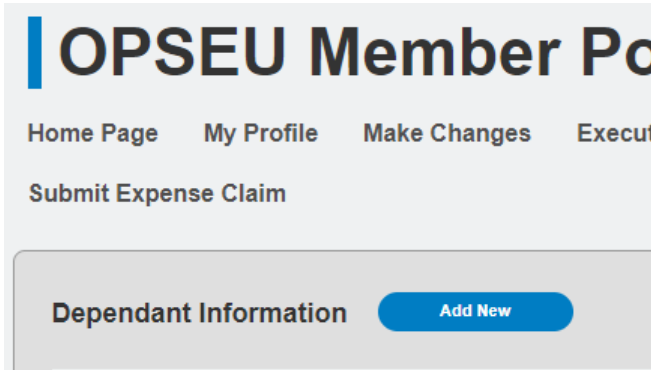
Dependent information can also be updated under the **Make Changes** menu.



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Located on the **Dependant Information** screen is an **Add New** button. Click on the **Add New** button if you have not updated this information, or if you wish to add dependants to an existing list on the screen.



By clicking on the **Add New** button, a screen will appear for you to populate the information relating to your eligible dependants. Once populated, click the **Save** button. This will now appear within the Dependant Information list.

A screenshot of the "Dependant Information" form. The form has a title "Dependant Information" at the top. It contains several input fields: "First Name\*" and "Last Name\*" (text boxes), "Date of Birth\*" (text box) and "Age" (text box), "Medical Conditions / Allergies" (text area), "Relationship\*" (dropdown menu), "Eligible Dependent\*" (dropdown menu with "Yes" selected), and "Notes" (text area). At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (grey).

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If you need to make changes to an existing dependant record, click on the **Edit** button, and make the necessary changes.

<b>First Name</b>	Andrew
<b>Last Name</b>	James
<b>Date of Birth</b>	2006-09-22
<b>Age</b>	11 Years
<b>Medical Conditions / Allergies</b>	bees, dust
<b>Relationship</b>	
<b>Eligible Dependent</b>	Yes
<b>Notes</b>	requires medication

[Edit](#)

**Note:** Only Accounting can delete a dependant record. If you have added a dependant by mistake, please contact Accounting at [claims@opseu.org](mailto:claims@opseu.org), indicating the dependant first name, last name and date of birth.

## Direct Deposit Agreement

If you have not signed up for Direct Deposit, or have changed banking institutions, you will need to setup a Direct Deposit with OPSEU

Located on the **Home Page** is a section to the right called **Quick Links**. Here you will find the link for **Direct Deposit Agreement**.

[Home Page](#) [My Profile](#) [Make Changes](#) [Executive Board Members](#) [Events](#) [Documents](#)  
[Submit Expense Claim](#)

**Quick Links**

- [Direct Deposit Agreement](#)
- [OPSEU Website](#)
- [Policy Manual](#)
- [Statement of Respect](#)

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Once you click on the link, the **Direct Deposit Agreement** form will populate your First Name and Last Name, however you will need to update all the information that shows an asterisk (\*), as well as upload a legible picture of your voided cheque or a Direct Deposit Agreement from your banking institution. If you do not see the name of your banking institution, please select “Other” in the dropdown menu.

## Direct Deposit Agreement

I hereby authorize Ontario Public Service Employees Union (OPSEU) to initiate automatic deposits of my strike pay to my account at the financial institution named on the attached Cheque or Direct Deposit Form. Further, I agree not to hold OPSEU responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution n or due to an error on the part of my financial institution in depositing funds to my account.

### Account Information

Please provide the following information that can be found on Bank Cheques or on a Direct Deposit Form provided by your financial institution. Please see the example of a Check depicted below showing where this information can be found.

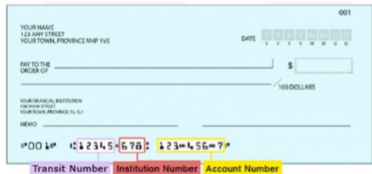
First Name\*  Last Name\*

Financial Institution\*

Institution Address\*  
 Street Address   
 Address Line 2   
 City  Province   
 Postal / Zip Code

Transit Number\*  Institution Number\*  Account Number\*

Please see below how to find information about your bank on you cheque



Attach a picture of your Check or Direct Deposit Document\*

Authorization\*

I agree to the following Items :

I will notify OPSEU ([claims@opseu.org](mailto:claims@opseu.org)) of any changes to my banking information or e-mail address

I understand that I will receive strike pay by Direct Deposit and will be receiving an email from OPSEU about the deposit made on my behalf. OPSEU shall only use the information provided for the purpose of Direct Deposit. In Order to be removed from any future Direct Deposit for expenses and advances after the strike, I will contact [claims@opseu.org](mailto:claims@opseu.org) indicating so.

Type the text:

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Please make sure you are using a browser, with the latest version, such as Firefox, MS Edge, Chrome et al.

When completing your Direct Deposit Agreement, please make sure you have a legible image of a voided cheque, saved in the following acceptable file formats:

jpg	png	gif
bmp	pdf	tiff
xps	jpeg	fif

Once your banking information is submitted, without errors, you will receive a confirmation page with the option to Download, Print or Email a copy for your record. This also indicates, from our system, that a submission has been received by generating this confirmation page.

The system then sends your information to staff to process/vet before appearing on the portal under **My Profile** menu within the **My Direct Deposit Info** section. Depending on the volume of submissions, this may take two to three working days.

### My Direct Deposit Info

<b>Banking Info</b>	
<b>On File</b>	Yes
<b>Last Updated</b>	21-Sep-2017
<b>Account Number</b>	*****11

If you continue to experience difficulty, please send a screenshot to [memberportal@opseu.org](mailto:memberportal@opseu.org) so we may investigate further.

If you run into difficulty with the member portal, please click on the button on the left of the **Home Page**.



For accounting related enquires such as expenses, please contact [claims@opseu.org](mailto:claims@opseu.org)