MEMBER ACCOUNT
Carpenters.org

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Register/Create Member Account

1. **Navigate to the Members Login page on the Carpenters.org website.**

   The Members Login page can be accessed directly by visiting https://auth.carpenters.org/login.

   You may also access the Member Login page from the UBC Mobile application or other websites, which require your Carpenters.org Member Login.

2. **Click the "First Time? Register Here!" button to create a new account.**
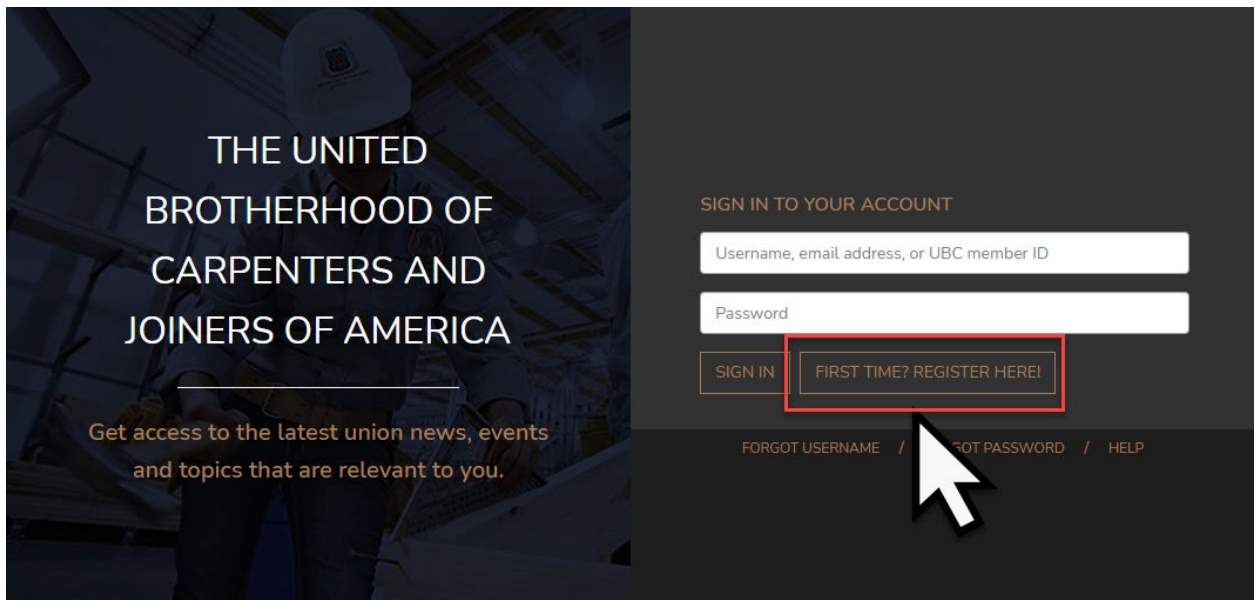
   If you accessed the Member Login page from the **UBC Mobile application**, click on the "Create Account" link.
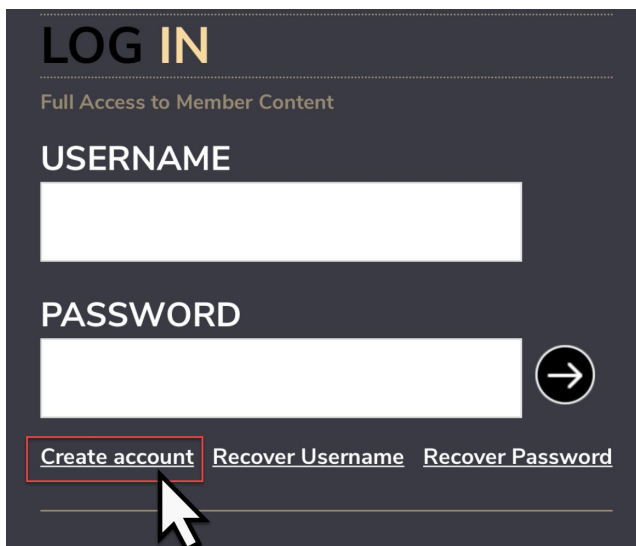
3. **Enter the information listed below.**
    - UBC Member ID (The U is automatically added when you enter the 8-digit number)
    - Last Name
    - Birth Date (Must be entered as YYYY-MM-DD or MM/DD/YYYY)
    - Username (Must be at least 6 characters including one uppercase or lowercase A-Z)
    - E-mail address

If you do not know your UBC Member ID, check your Training Verification Card or contact your Local Union or Council for assistance.

Register / Create an Account   * - denotes a required field

UBC Member ID *   U12345678

Last Name *   Carpenter

Birth Date *   09/30/1971
                         Format: YYYY-MM-DD or MM/DD/YYYY

Username *   Paul123

E-mail Address *   paulcarpenter@gmail.com

                         [ ] I'm not a robot   reCAPTCHA
                                                      Privacy - Terms

                         Submit   Cancel

IMPORTANT: The UBC Member ID, Last Name, and Birth Date you enter must match what your Local Union has on record. If you feel the information you entered is correct and are unable to create an account, please contact your Local Union or Council to verify your UBC member information.

To view a directory of Regional Councils, visit https://www.carpenters.org/regional-council/.

4. **Check the "I'm not a robot" box then click the "Submit" button.**

5.   If submission is successful, you see the following screen:

Register / Create an Account

A verification email has been sent to _____@email.com. Follow the instructions in the email to complete registration within the next 48 hours.

If you do not receive the email within the next 15 minutes, please check the following:
- Verify that the email address provided is correct. If not, CLICK HERE to re-register.
- Look for the e-mail in the Junk/Spam folder.
- CLICK HERE to re-register using an email address from a different email provider.

You will receive a verification e-mail within 5 to 10 minutes. Please check your junk/spam folder if you do not see the e-mail in your inbox. If the e-mail does not arrive you must re-register using a different e-mail address.

6.   Upon receiving the e-mail, click on the "Verify Account for Carpenters.org" button.

UBC Authentication Portal

Hello _____ ,

A new account was requested for the United Brotherhood of Carpenters website (carpenters.org) using this email address (_____@email.com). If this is correct, click the button below to confirm your account and complete the registration process. The registration process must be completed within the next 48 hours.

Verify Account for Carpenters.org

If you did not request this account, no further action is required.

Regards,
UBC Authentication Portal

If you're having trouble clicking the "Verify Account for Carpenters.org" button, copy and paste the URL below into your web browser: https://auth-_____/JDJ5JDEwJDBvUExQQWp4S25HWjNCYVJnWGVUaU8wL3lJQ XRTQVBUazBFNGJtTlQuT21xczBMZUNMcDJI

7. **Enter a new password and then confirm your new password in the fields displayed on the Change Password screen.**

   Be sure your password meets the minimum requirements listed on this page.

   If the email address you entered does not match what your Local Union has on record, you have the option to update your information by clicking on the box next to "Update my UBC member information with the email address provided". You can also add or update your "Mobile Phone" number on this page.

   Change Password   * - denotes a required field

   Thank you for verifying your account using email address: _____@email.com.

   This email address does not match your UBC member information. You may check the box below to update your information.

   Please select a password:

   New Password

   ••••••••••••

   Confirm New Password

   ••••••••••••

   1. Passwords must be at least eight characters long
   2. Must contain characters from three of these four categories:
      ○ Uppercase characters (A thru Z)
      ○ Lowercase characters (a thru z)
      ○ Base 10 digits (0 through 9)
      ○ Non-alphanumeric characters: ~!@#$%^&*_-+=` |\(){}[]:;\"'><,.?/
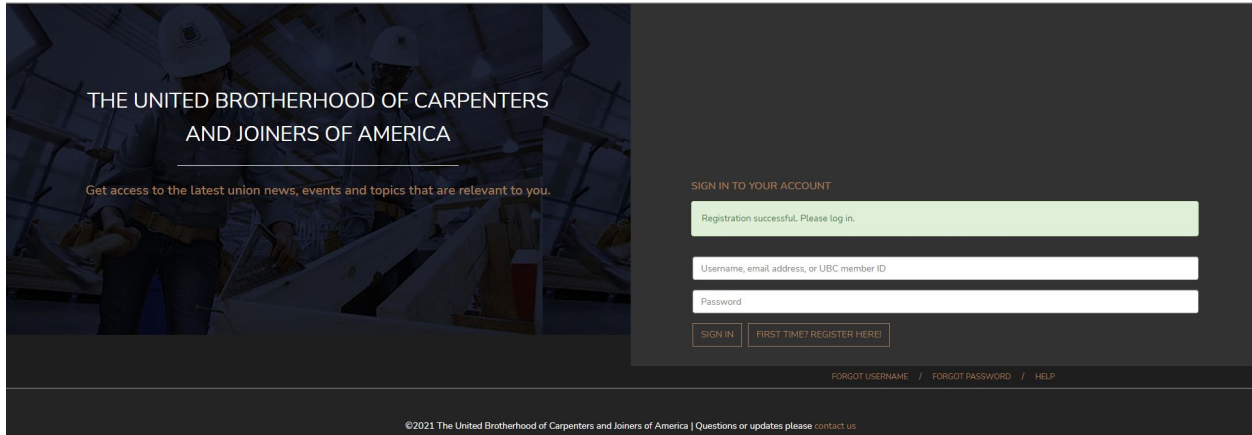
   ☑ Update my UBC member information with the email address provided.

   E-mail Address

   _____@email.com

   Mobile Phone

   (702) 555-5555

   [Submit] [Cancel]

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8. **Click on the "Submit" button once you complete the information.**

9. **If successful, the login screen will appear and you can now log into your account using your Username, E-mail Address, or UBC Member ID <u>and</u> new Password.**

Forgot Username

You can sign into your Carpenters.org Member account using your Username, E-mail Address, or UBC Member ID <u>and</u> current password.

If you have forgotten your username and would like to retrieve it, you must know your UBC Member ID and the current e-mail address on your account. Please follow these steps to retrieve your username.

1. **Navigate to the Members Login page on the Carpenters.org website.**

   The Members Login page can be accessed directly by visiting https://auth.carpenters.org/login.

   You may also access the Member Login page from the UBC Mobile application or other websites, which require your Carpenters.org Member Login.

2. **Click on the "Forgot Username" link to retrieve your username.**
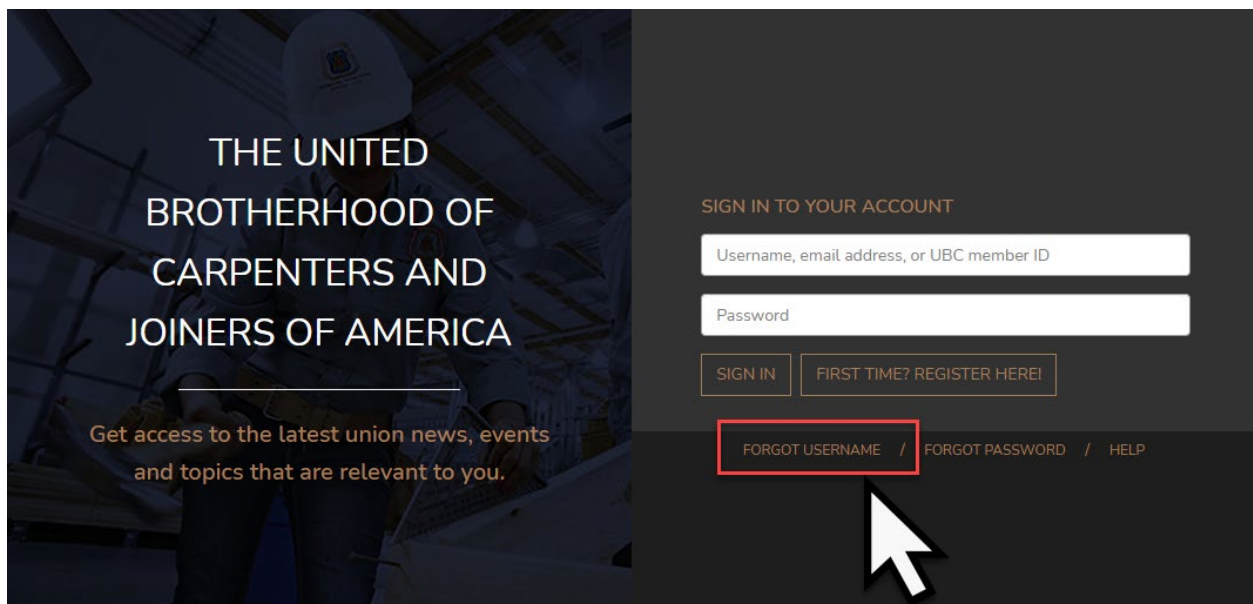
   If you accessed the Member Login page from the **UBC Mobile application**, click on the "Recover Username" link.
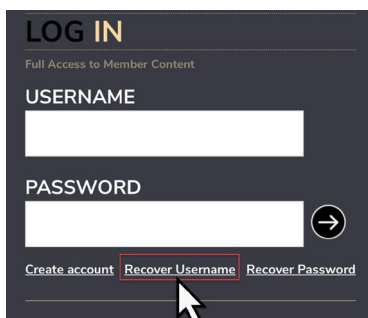
3. Enter your UBC Member ID and the current E-mail Address on your account.

Check your Training Verification Card (TVC) if you do not know your UBC Member ID. The U is automatically added when you enter the 8-digit number.

If you do not know the E-mail Address on your account, please use the **Alternate Account Lookup**. Instructions for the Alternate Account Lookup are provided in this guide.

Request Username   * - denotes a required field

If the information entered matches our records, a verification email will be sent to the specified email address. Follow the instructions in the email to retrieve your Username.

UBC Member ID *   U12345678

E-mail Address *   paulcarpenter@gmail.com

[ ] I'm not a robot
                              reCAPTCHA
                              Privacy - Terms
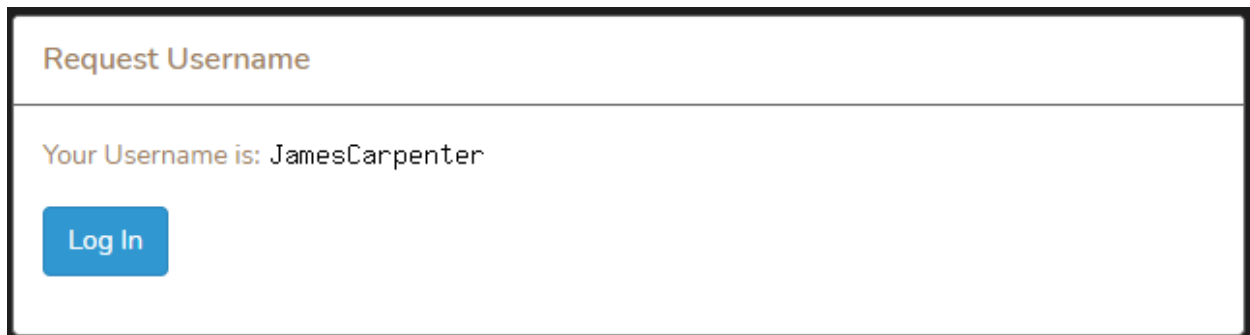
Submit   Cancel

Alternate Account Lookup

4. Check the "I'm not a robot" box then click the "Submit" button.

If the submission is successful, you will receive an e-mail containing a link to your username within 5 - 10 minutes. Please check your junk/spam folder if you do not see the e-mail in your inbox.

5. Upon receiving the e-mail, click on the "Request Username" button.

UBC Authentication Portal

Hello!

A Username request was submitted to the United Brotherhood of
Carpenters website (carpenters.org) for an account associated with this
email address (_____@email.com). If this is correct, click the button
below to verify your email address and retrieve your Username.

Request Username

If you did not submit this request, no further action is required.

Regards,
UBC Authentication Portal

If you're having trouble clicking the "Request Username" button, copy and paste the URL below
into your web browser: https://auth-
_____%242y%2410%24vsqxocrSgIUAqmToZo9MPOICTM6B
XjvgukmVcXKHjQ8v3GWl3.Sva

6. A screen displaying your username and an option to Log In is displayed.

Request Username

Your Username is: JamesCarpenter

Log In

Forgot Password

If you have forgotten your password and would like to set a new one, you must know your UBC Member ID and the current e-mail address on your account. Please follow these steps to reset your password.

1. **Navigate to the Members Login page on the Carpenters.org website.**

    The Members Login page can be accessed directly by visiting https://auth.carpenters.org/login.

    You may also access the Member Login page from the UBC Mobile application or other websites, which require your Carpenters.org Member Login.

2. **Click the "Forgot Password" link to reset your password.**

If you accessed the Member Login page from the **UBC Mobile application**, click on the "Recover Password" link.

3. Enter your UBC Member ID and the current E-mail Address on your account.

Check your Training Verification Card (TVC) if you do not know your UBC Member ID. The U is automatically added when you enter the 8-digit number.

If you do not know the E-mail Address on your account, please use the **Alternate Account Lookup**. Instructions for the Alternate Account Lookup are provided in this guide.

4. Check the "I'm not a robot" box then click the "Send Request" button.

If the submission is successful, you will receive an e-mail containing a link to your username within 5 - 10 minutes. Please check your junk/spam folder if you do not see the e-mail in your inbox.

5. **Upon receiving the e-mail, click the "Reset Password" button.**
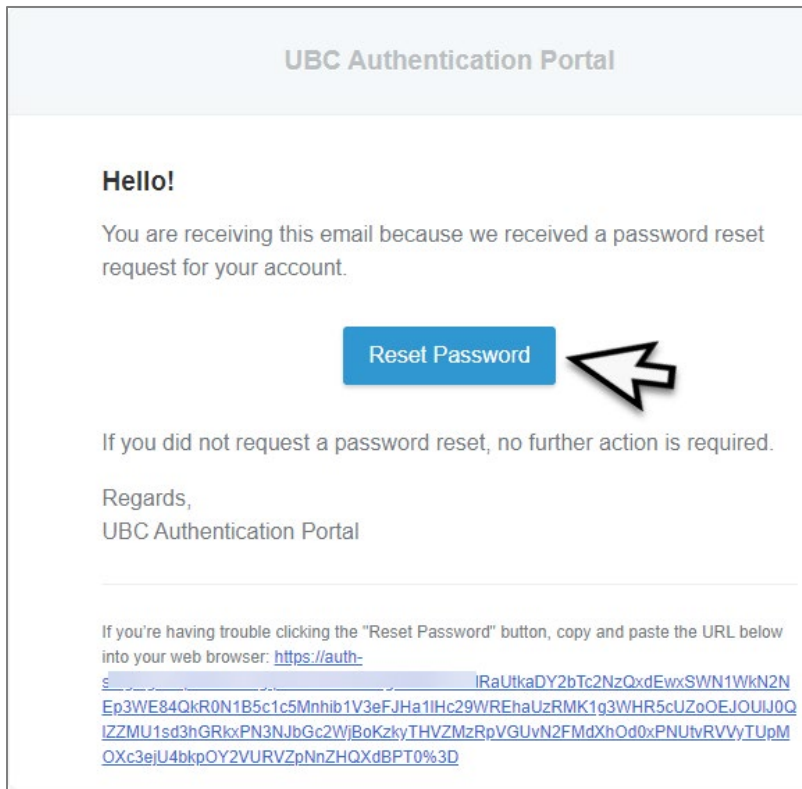
6. **Enter your new password and confirm your new password in the fields displayed on the Change Password page.**

   Be sure your password meets the minimum requirements listed on this page.

7. **Check the "I'm not a robot" box then click the "Submit" button.**

8. **If successful, the login page will appear and you may now log into your account using your Username, E-mail Address, or UBC Member ID <u>and</u> new Password.**
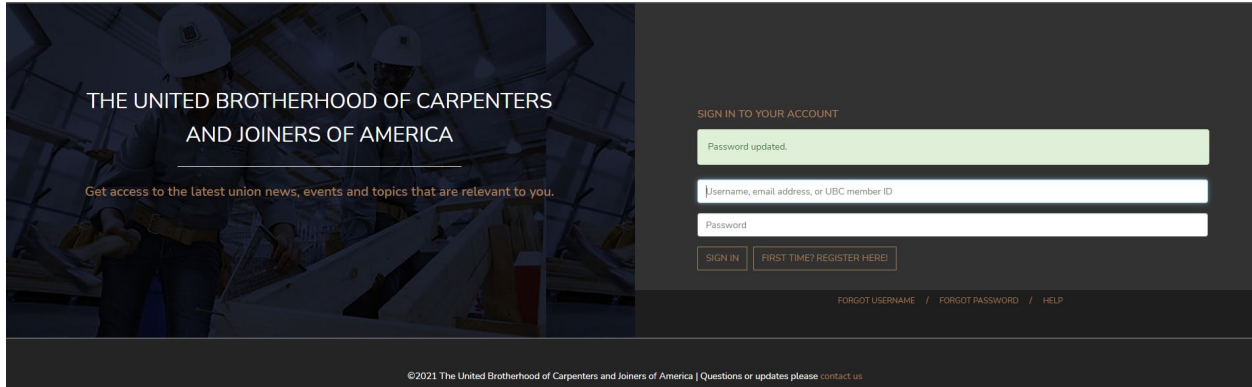
Alternate Account Lookup

If you have forgotten your username, password, and the current e-mail address on your account, you may use Alternate Account Lookup to retrieve that information and reset your password. Please follow these steps to use alternate account lookup.

1. **Navigate to the Members Login page on the Carpenters.org website.**

   The Members Login page can be accessed directly by visiting https://auth.carpenters.org/login.

   You may also access the Member Login page from the UBC Mobile application or other websites, which require your Carpenters.org Member Login.

2. **Click the "Forgot Username" or "Forgot Password" link.**
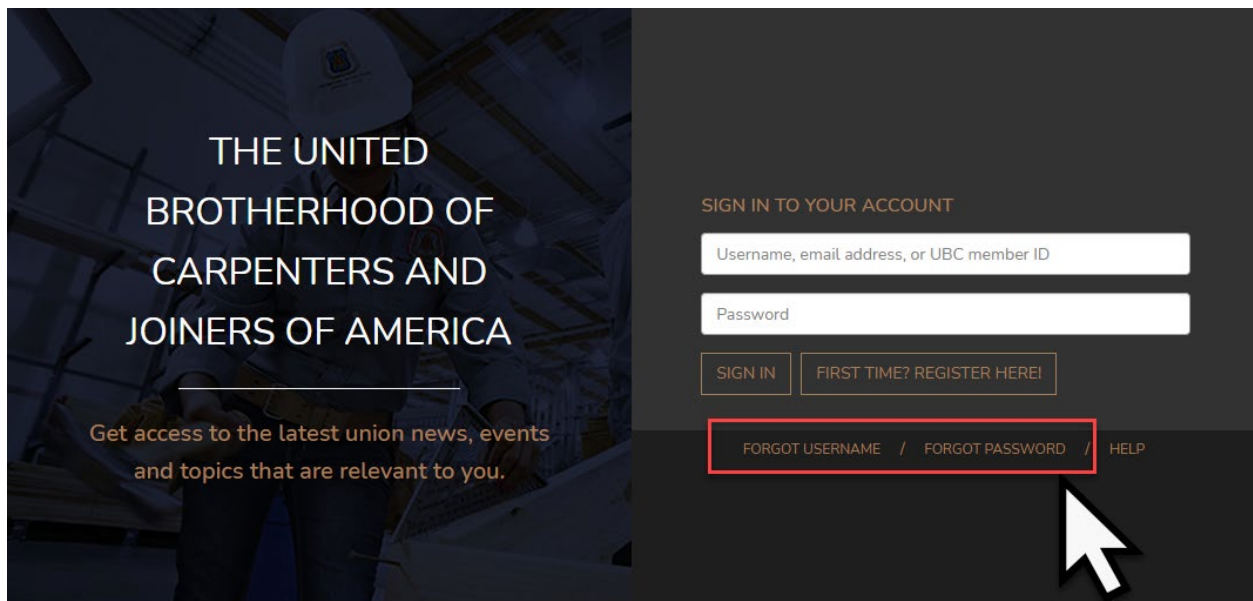
   If you accessed the Member Login page from the **UBC Mobile application**, click on the "Recover Username" or "Recover Password" link.
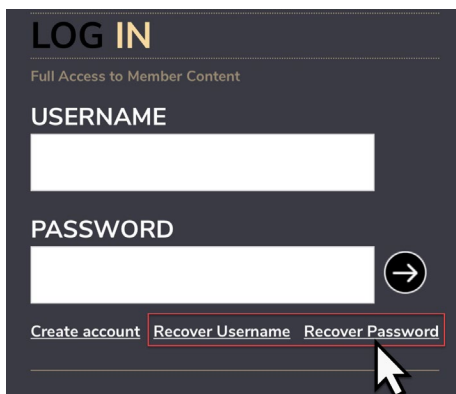
3. **"Click on the Alternate Account Lookup" button.**

4. **Enter the information listed below.**
    - UBC Member ID (The U is automatically added when you enter the 8-digit number)
    - Last Name
    - Birth Date (Must be entered as YYYY-MM-DD or MM/DD/YYYY)
    - SSN/SIN (Last 4 digits)

If you do not know your UBC Member ID, check your Training Verification Card or contact your Local Union or Council for assistance.

IMPORTANT: The UBC Member ID, Last Name, Birth Date, and SSN/SIN you enter <u>must</u> match what your Local Union has on record. If you feel the information you entered is correct and are unable to access your account, please contact your Local Union or Council to verify your UBC member information.

To view a directory of Regional Councils, visit https://www.carpenters.org/regional-council/.

5. **Check the "I'm not a robot" box then click the "Submit" button.**

6. **Enter a new password and confirm your new password in the fields displayed on the Alternate Account Lookup page.**

   You may also update your username and e-mail address from this page if needed. If you change the e-mail address, please be sure you have access to this e-mail because you will be asked to verify when you log in.

Alternate Account Lookup   * - denotes a required field

UBC Member ID   U

Create a New Password

New Password *   ••••••••••••

Confirm New Password * ••••••••••••

      1. Passwords must be at least eight characters long
      2. Must contain characters from three of these four categories:
         ◦ Uppercase characters (A thru Z)
         ◦ Lowercase characters (a thru z)
         ◦ Base 10 digits (0 through 9)
         ◦ Non-alphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;\"'><,.?/

**Update Username (optional)**

Username   JamesCarpenter

Update Email Address (optional)

E-mail Address   jamescarpenter@email.com

If you change this email address, please be sure you have access to this email because you will be asked to verify when you login.

[Submit] [Cancel]

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7. **Click on the "Submit" button to save your changes.**

   If successful, you will be directed to the Member Login page and can now log into your account using your Username, E-mail Address, or UBC Member ID <u>and</u> new password.
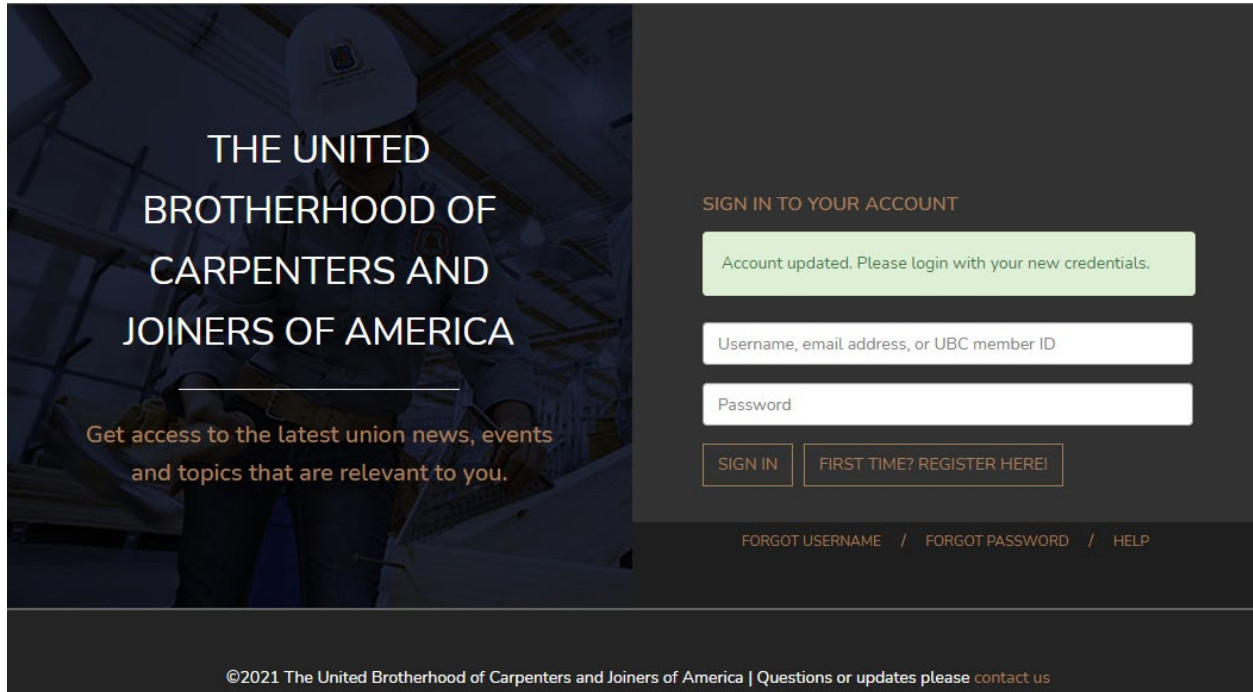
Update Member Contact Information

You may change your password or update contact information including phone number and email address by updating your Carpenters.org Member account. Please follow these steps to update your account information.
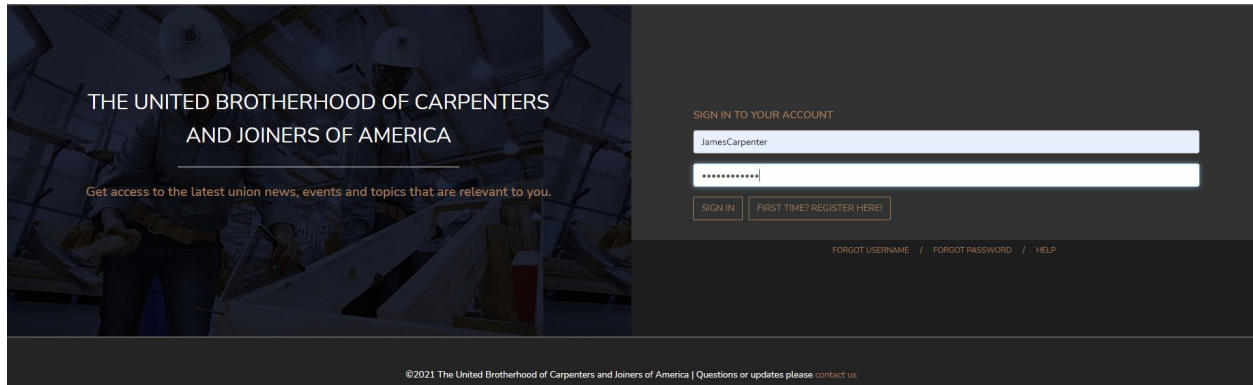
1. Visit **https://www.carpenters.org/** **and select the Members link from the top of the page.**
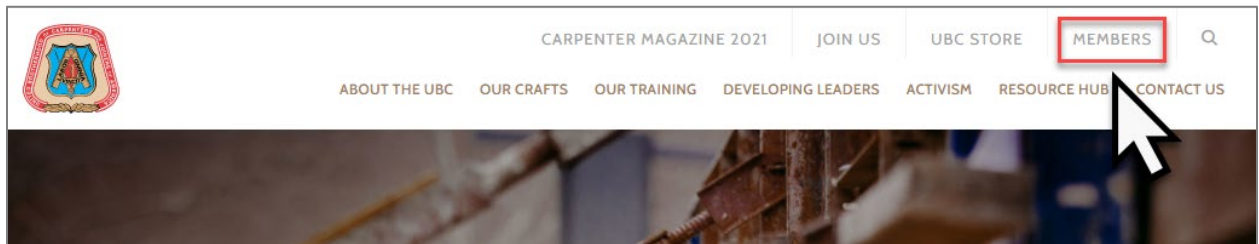
2. **Select the "Members: Update Your Contact Information" section below "Managing Member Info & Benefits" and "CLICK HERE" to access the Member Login page.**
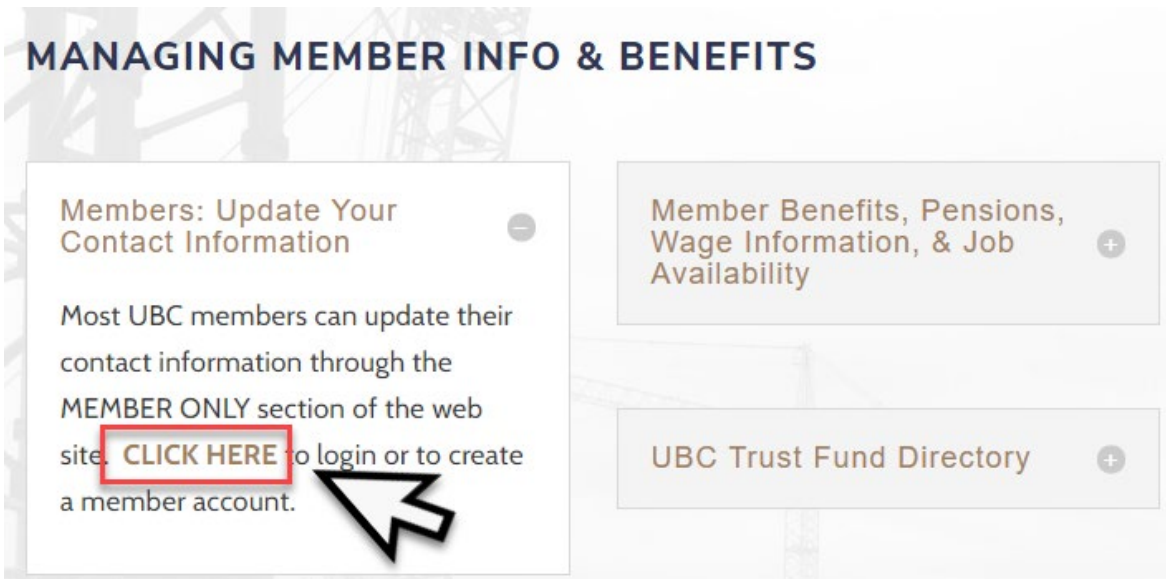
3. **Log into your Carpenters.org Member account using your Username, E-mail Address, or UBC Member ID and current password.**

4. **Once you successfully log in, the Profile page is displayed showing current account information.**

    You may be unable to update your primary address and phone number if your Local Union does not permit changes to be submitted online. Please contact your Local Union or Council directly for assistance to update this information.

5. Update the account information as needed and select the "Save Changes" button.

Your information is updated and a confirmation message is displayed.

Profile   * - denotes a required field

Member updated.

UBC Member ID *   U[redacted]

First Name *   James

Last Name *   Carpenter

E-mail Address *   jamescarpenter@email.com   ✓

                       Change

Address 1 *   444 S. Johnson Avenue

Address 2   Apartment B555

City *   Whitehall

State/Province *   Michigan

ZIP/Postal Code *   49461

Country *   United States

Phone   (111) 222-2222

Mobile Phone   (702) 555-5555

                       ☑ Receive Newsletter?

                       Change Password
                       Request Username

                       Save Changes