



## INTERNATIONAL BROTHERHOOD OF BOILERMAKERS IRON SHIP BUILDERS • BLACKSMITHS • FORGERS & HELPERS • LODGE 146

# Using The Member Online Profile

### STEP 1

Open the Boilermakers Lodge 146 website [www.boilermakers.ca](http://www.boilermakers.ca) and click on

**MEMBER LOGIN**

### STEP 2

Click on **Update User Profile**

### STEP 3

On this screen you can change your contact information.

Once updated hit **Save** or **Proceed to Step 2** to continue to update your profile.

### STEP 4

Update trade certifications and attach copies of trade tickets. Photos can be taken and uploaded from any mobile device or PC in multiple different formats (jpeg etc)

You will be prompted to save changes before leaving a page always click **OK**.

### STEP 5

Apprentices update their information on this screen, journeyman may bypass it completely.

## STEP 6

Please check all applicable Certificates/Tickets.  
For each selected item, indicate the Ticket#, Issuer and Expiry Date if applicable.

Alberta Issued Safety Certificates/Tickets

Issue#  Issue  Expiry Date

Supporting documentation  **Upload Documentation**

Boltmakers Lodge 146 H2S Awareness  
 CSTB Version .09  
 CSTB Version 1.2  
 CSA Aerial Work Platform  
 CSA B90  
 CSA Confined Space Entry  
 CSA Fall Arrest  
 CSA Regional

< Return to step 5      Go to step 6 >

Add safety certifications, once again pictures of tickets can be uploaded and will be added to the database at the Union hall. Expiry dates can be tracked and reminders sent out for renewal of expiring certifications. Also copies are retained and can be provided to the member upon request in the event of the misplacement of originals.

## STEP 7

### 5. Skill Sets

Please check all applicable Skills.

- 3 O'Clock Operator
- Alloy Stick Welder
- Bolt Tensioning & Torquing
- Bundle Puller
- B Welder Heavy Wall
- CWB Fluxcore (FCAW)
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Special trade related skills can be acknowledged which assist the dispatch department in identifying candidates for rush orders or orders that require specific skill sets unique to the trade.

## STEP 8

### 6. Resume

**NON MEMBERS:** An up to date resume is desirable as well.

Click the "Upload" button to attach files to your profile. Please limit your files to common types such as plain common image file types (BMP, GIF, JPG, JPEG, PNG and TIFF).

I do not have a resume to upload



< Return to step 5

Go to C

This screen is for non-members only who wish to upload a resume for pre dispatch screening purposes.

Members may bypass this screen entirely by checking the "I do not have a resume to upload" box and clicking the "online bidding" box.

Your information is now up to date with the Lodge. Changes can be made at any time by following the same steps. If there are no changes to be made to a screen then simply proceed through the individual screens and ensure that you always click **OK** on the "save data" screen.