

GETTING STARTED

1 SUBMIT YOUR COMPLETED SKILLS FORM

Visit EASCARPENTERS.ORG to fill out the form and submit online. You can also print out the form at home. When it's complete, please mail it to:

Eastern Atlantic States
Regional Council of Carpenters (Dispatch)
1803 Spring Garden St.
Philadelphia, PA 19130



REGISTER BY PHONE

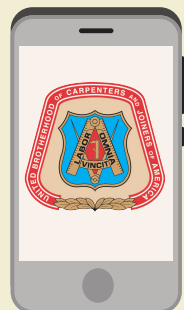
2

Your initial PIN # will be the last four digits of your SSN. You will be asked to change it. Record your new personal PIN # on your wallet card for safe keeping.

REMEMBER! You must register at least every 30 days to maintain your place on the referral list while you are out of work.

3 ANSWER YOUR PHONE

If you do not pick up, the system will try to leave you a voicemail. Make sure your mailbox is set up and has room for new messages.



DISPATCH AT A GLANCE

TEXT MESSAGES

If you have enabled MIX 20/20 text messaging by entering your mobile phone number in the MIX Line or online in the Member Portal, you may receive the following notices by text:

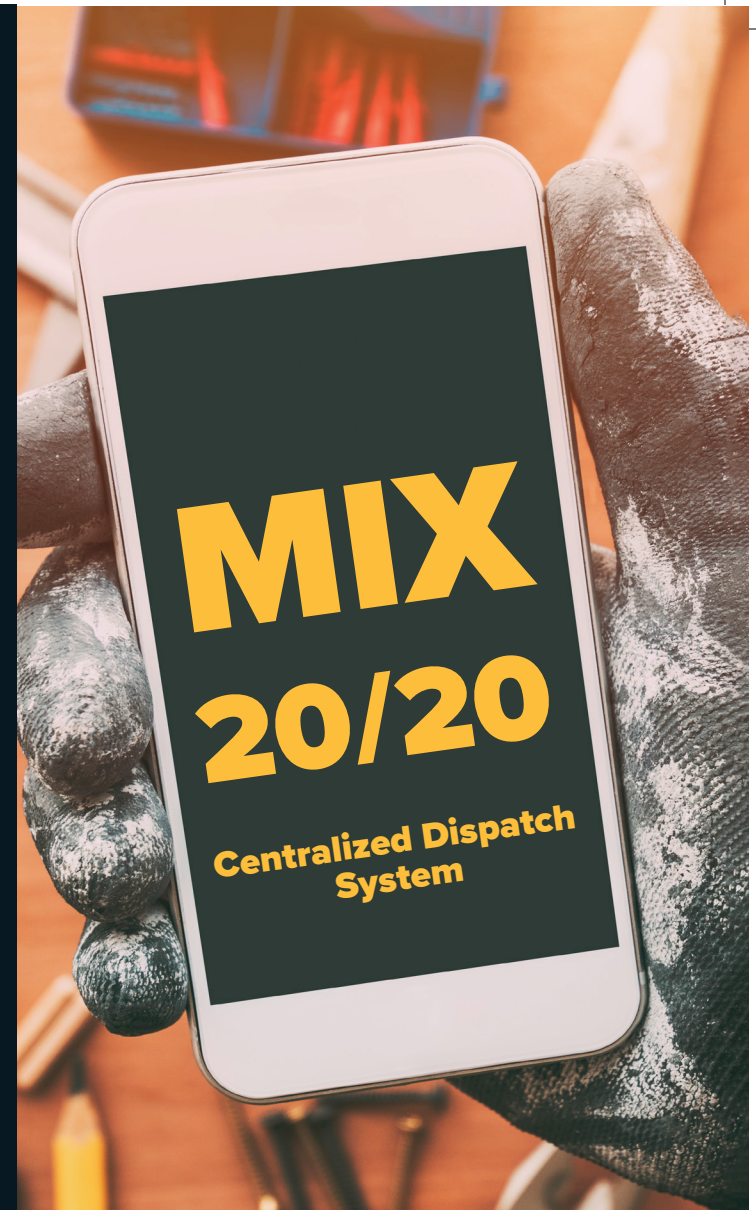
- Missed Job Dispatch
- Dues Reminder
- Out of Work (OOW) Renewal Reminder
- Broadcast Messages in Lieu of Robocalls
- Job Acceptance Confirmation and Details

DISPATCH PROCESS

You are called according to EASRCC Job Referral Procedures. Generally, the member possessing the required skills, with the earliest out of work date (measured to the second), on the primary referral list, is called first - followed by other members on the primary list. Once the primary list is exhausted, calls proceed to rollover lists. Work dates are measured to the precise second by MIX 20/20. If you activate text messages, MIX 20/20 can send a text to your cell phone whenever you miss a job call.

PRIVACY MANAGER

MIX 20/20 is not compatible with the privacy manager feature or two-step voicemail offered by many local telephone companies. Because it is an automated system, MIX callouts may not reach you within the allotted time. If you use Privacy Manager, make sure you authorize calls from MIX 20/20 Caller ID. (800-735-1829) Contact your local telephone company for details.



EASTERN ATLANTIC STATES
REGIONAL COUNCIL OF
CARPENTERS

**Member
Information**

Managed by Tahoe Interactive Systems



INSTRUCTIONS

MIX 20/20 INTRODUCTION

Councils across the U.S. use MIX 20/20 to provide UBC members with 24-hour access to information from their Regional Councils and Local. Using a touch-tone phone, you will be able to hear important news and local announcements by union officials.

Using a land line or your cell phone you will be able to access and/or update your own personal information such as Out of Work status, Out of Work date, Telephone Reach Numbers, Work Areas and a list of skills for which you are qualified. You must use the system to add yourself to your local's referral list or you will not be eligible to receive job calls from the automated system or a Council Representative. If you are a member in ARREARS the system "WILL NOT" dispatch you.

In addition, if you miss a job call and the position is still open, you can accept the job by calling the MIX line at 1 (800) 735-1829.

MIX 20/20 uses voice prompts and recorded messages to let you choose the desired menu options. To access other features of MIX, simply listen to the voice prompts and make the desired selections.

ONLINE MEMBER PORTAL

MIX 20/20 also provides web access to members where you can view your skills, work history, contact numbers and mobile phone number to enable text messaging. Our Council's MIX 2020 member site is located at:



Use your Member ID and PIN # to log in.

CALLING MIX 20/20

Using a touch-tone phone, dial the MIX 20/20 toll-free number 1-800-735-1829 and you will hear...

"Welcome to MIX 20/20, Eastern Atlantic States Regional Council of Carpenters Member Information Exchange..."

"Please enter your Member ID:"

Write the numeric portion of your UBCJA Member ID in the spaces above.

The first time you use MIX, your PIN will be the last four digits of your Social Security Number. You will be asked to choose a new PIN which can be any four-digit number except for the last four digits of your SSN. You can change your PIN at any time, but if you forget it, you'll need to have it reset by the Council Administrator.

"Now enter your PIN:"

Enter your four-digit PIN in the spaces above.

Once you've logged in successfully, MIX will ask you to speak your name. You may record just your first name or your full name. When you call in the future, MIX will then speak your recorded name back to you. Also, MIX will ask if you want to register your phone as the primary phone you will be using to contact MIX. You do not have to enter your Member ID to access MIX when calling from a registered phone; you will only need to enter your PIN.

MAIN MENU ITEMS – HIGHLIGHTS

PRESS 1 for Job Dispatch

You will need to know the Job ID number to be able to hear details and accept or decline a job. Please jot it down when MIX 20/20 calls you initially with the job details.

PRESS 2 for Out of Work Status

You can add or remove yourself from the OOW list. MIX will automatically update your renewal status each time you call in. **You must renew your OOW status at least every 30 days to be considered for Job Dispatch.**

PRESS 3 for Council & Local News Announcements

Hear news recordings from the regional council or your local.

PRESS 4 for Member Information

Hear/Update:

- Dues Status
- PIN
- Review Telephone Numbers
- Rerecord Your Name
- Change Language Preference
- Enable/Disable Texting

PRESS 5 for Dispatch Information

Hear/Update:

- Skills
- Work Areas
- Job Information



PRO TIP:

Save 1-800-735-1829 in your contacts as "EASRCC Dispatch" so you know when a job call is coming in.