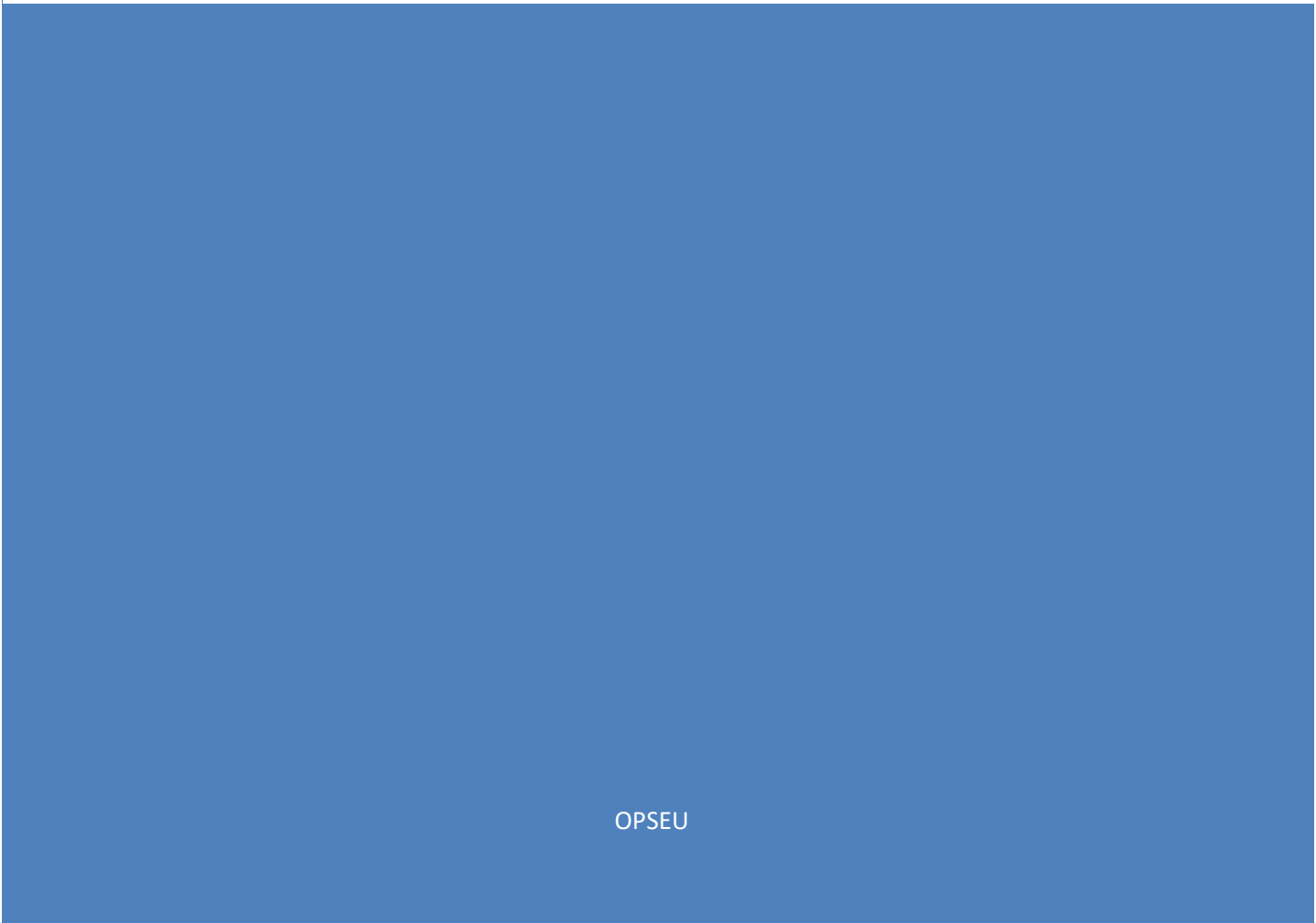


OPSEU MEMBER PORTAL -  
HOW TO REGISTER,  
UPDATE DEPENDENTS  
AND DIRECT DEPOSIT  
INFORMATION



# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: September 2017

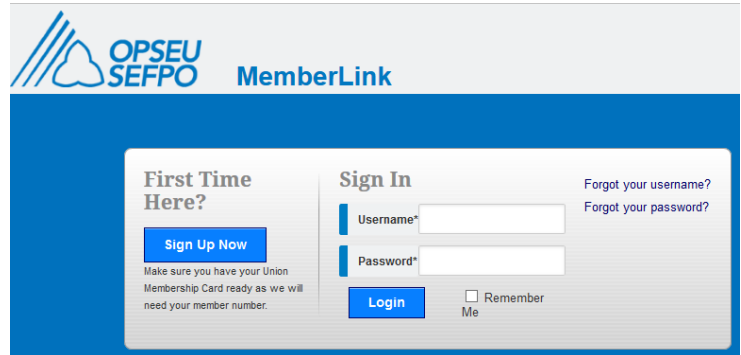
## **Before You Begin**

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.

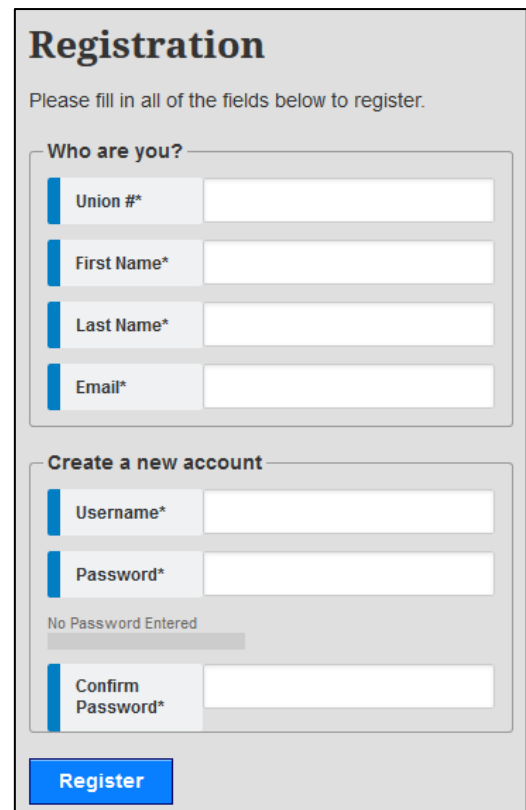
**Last Name:** Enter your last name as recorded in our membership database.

**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, you will receive an email with an activation link at the address you

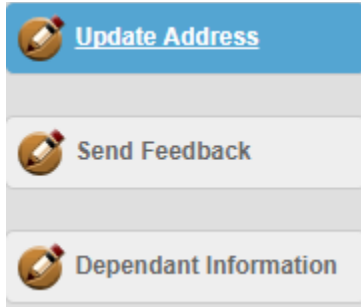
# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: September 2017

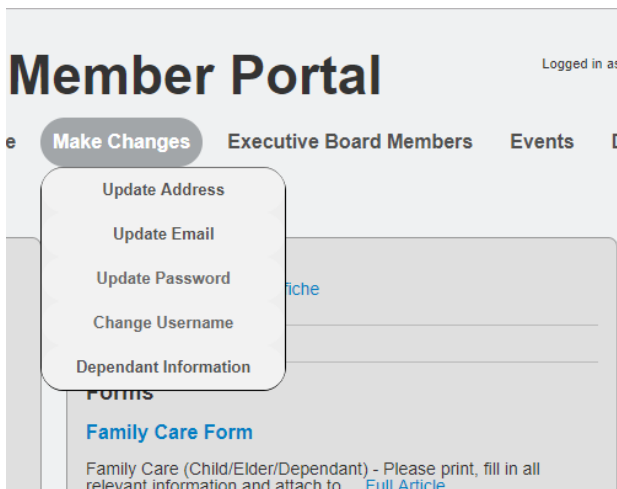
provided. Once you activate your account, you can Sign-in using the Username and Password you created. *Keep this information safe and do not share it with anyone.*

## Updating Dependant Information through the Member Portal

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



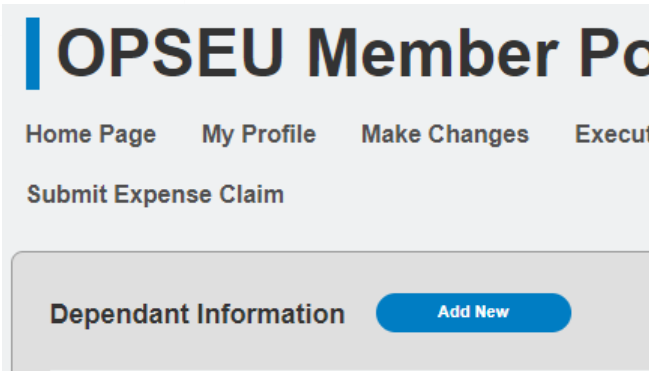
Dependent information can also be updated under the **Make Changes** menu.



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.

# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: September 2017



By click 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. Below the title, there are 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 of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button.

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

# OPSEU MEMBER PORTAL – HOW TO REGISTER

*Updated: September 2017*

<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](#)

# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: September 2017

## **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](#)

# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: September 2017

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 cheque.

## Direct Deposit Agreement

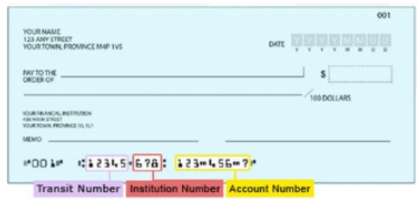
I hereby authorize Ontario Public Service Employees Union (OPSEU) to initiate automatic deposits of my strike pay to my account at the financial institution named on the attached Cheque or Direct Deposit Form. Further, I agree not to hold OPSEU responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution 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 *	
<input type="text" value="James"/>	<input type="text" value="Smith"/>	
Financial Institution *		
<input type="text"/>		
Institution Address *		
Street Address		
<input type="text"/>		
Address Line 2		
<input type="text"/>		
City	Province	
<input type="text"/>	<input type="text"/>	
Postal / Zip Code		
<input type="text"/>		
Transit Number *	Institution Number *	Account Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

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) 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 indicating so.



# OPSEU MEMBER PORTAL – HOW TO REGISTER

*Updated: September 2017*

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



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