



BCMEA / ILWU Declaration of Availability IVR Telephone System – Coming on July 10, 2011



What is in the new system:

(604) 689-3110

(Current Work Information Number)

- ✓ **Declare yourself available for dispatch**
- ✓ **Listen to the Vancouver work forecast**
- ✓ **Personalize your account information**

What you need to know:

- ❖ You are declaring your intention to participate in an upcoming dispatch. Current dispatch procedures do not change..
- ❖ All Active Longshore employees are eligible to use the system.
- ❖ You can personalize your password, name and contact information anytime using the system.

Timeline:

You may make yourself available for an upcoming dispatch between the times shown below:

Dispatch	Availability Period
Day Dispatch (06:45)	16:00 – 20:00
Night Dispatch (15:00)	04:00 – 13:15
Graveyard Dispatch (16:00)	04:00 – 13:15
5:45 Dispatch (17:45)	14:00 – 15:30

How to use the system:

Three Easy Steps

Starting on Sunday July 10, 2011 from 16:00 until 20:00 for the Day dispatch on Monday July 11, 2011.

1. **Phone In:** To access the Declaration of Availability system, call the current Work Information phone number at **(604) 689-3110**
2. **Enter Availability Section:** Press [1] – Then enter your employee number and last 3 digits of your SIN** as your initial password.
3. **Pick a Shift:** Press [1], [2] or [3] – To enter the dispatch shift(s) you would like to make yourself available for.



** If you wish an alternative to the use of your last three digits of your SIN as your initial password, please contact Christi Frank by email (cfrank@bcmea.com), she will provide a random password. If you do not request a different password, you have provided consent to use the last 3 digits of your SIN for initial access to the Declaration of Availability system. (Your password can be modified by accessing the "Personalize your Account" menu option)