

# OPSEU MEMBER PORTAL – HOW TO REGISTER

Updated: March, 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 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.*