Non-Google Users Reporting Form Access

Step 1: Click the link to the weekly report form (each week, a reporting link will be sent to you via email)
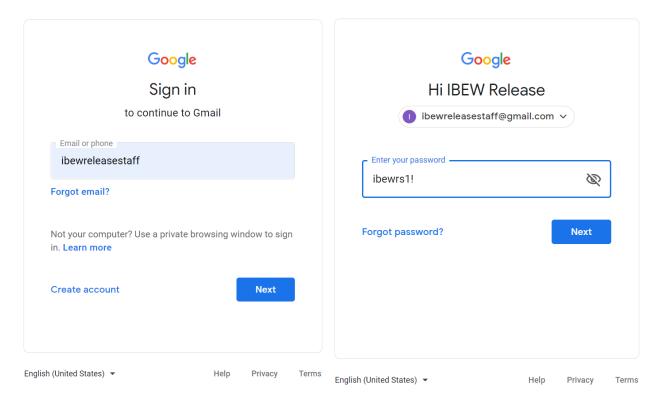
Step 2: If you are not logged into your google account or do not have access to a google account, the website will direct to sign in. (Please note: If you do not want to use your personal account to fill out this form, please sign out of all personal google accounts before proceeding to Step 3).

Step 3: A generic e-mail address and password has been created for you to use. Please do not use this email address for any use other than completing the weekly reporting form.
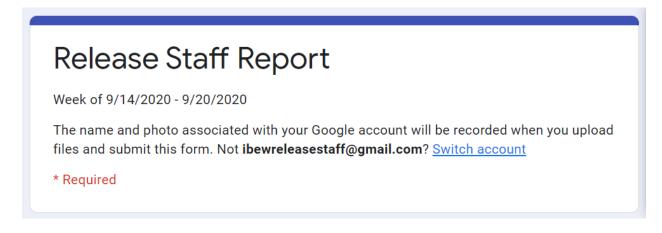
> **Username:** ibewreleasestaff
> **Password:** ibewrs1!
>
> Please on sign using the username and password as pictured below:

Step 4: Once you submit your username and password, you will be automatically directed back to the form to complete.

Step 5: After submitting a form for each local union you are assigned to, please remember to sign out of your account.

Go to: https://mail.google.com/mail/u/0/#inbox
On the upper right hand corner, click the round icon and click "Sign out"