

## 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:

The image shows two sequential screenshots of the Google sign-in process. The first screenshot is the 'Sign in' page for Gmail, with the Google logo at the top. Below the logo, it says 'Sign in to continue to Gmail'. There is a text input field for 'Email or phone' containing 'ibewreleasestaff'. Below the field are links for 'Forgot email?' and 'Not your computer? Use a private browsing window to sign in. Learn more'. At the bottom left is a link for 'Create account' and at the bottom right is a blue 'Next' button. The second screenshot is the 'Hi IBEW Release' page. It shows the Google logo and the text 'Hi IBEW Release'. Below this is a dropdown menu showing the email 'ibewreleasestaff@gmail.com'. There is a text input field for 'Enter your password' containing 'ibewrs1!' with a toggle icon for visibility. Below the field are links for 'Forgot password?' and a blue 'Next' button. At the bottom of both screenshots, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

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

The image shows the header of a form titled 'Release Staff Report'. Below the title, it says 'Week of 9/14/2020 - 9/20/2020'. There is a paragraph of text: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **ibewreleasestaff@gmail.com**? [Switch account](#)'. At the bottom left, there is a red asterisk followed by the word 'Required'.

**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”

