

Uploading A Document to An Activity:

To upload a document to an activity:

- Go to the activity itself and then click the docs link next to it.
- It will open another window .
- In the lower portion of the new window is an area to upload. In the document type drop down select the appropriate document type.

The screenshot displays the IWITS Iron Workers Online Local Union System interface. The top navigation bar includes links for Local, Member, Mfr/Payers, Vendor Payers, Security, Utilities, and Logout. The main content area shows a member's profile with various tabs like Certification, Career, Documentation, Background, QIT, and Payer. A red box highlights the 'Activities' tab. Below this, a table lists activities, with one row highlighted. A red box highlights the 'Docs' link next to the activity. A dialog box titled 'Member Document Admin -- Webpage Dialog' is open, showing a 'Member and Activity' section with a table of activities. A red box highlights the 'Add A New Document' button. A dropdown menu for 'Document Type' is open, showing a list of document types. A red box highlights the 'Change Classification Form 10' option. A red box highlights the 'Browse' button. A red box highlights the 'Submit Document' button. A red box highlights the 'Close/Done' button. A red box highlights the 'Documents On File' section, which shows a list of documents with a red box highlighting the '1151 Docs' link.

- Then find the document that you have saved on your computer using the Browse button. Once You have, select the open button.
- You will be returned to the document upload screen. When there, click submit document.
- The Documents on file section will now show a new document in the document section.


IWITS Iron Workers Online Local Union System
Use LOGOFF
Do not use X to quit.

Local [REDACTED] [Last Suspend: 3/31/2020 LIU: 4/12/2020 System Date: 4/30/2020] Ver. 14.4625AA.460

!!! IMPORTANT UPDATES !!!

[Local](#) [Member](#) [Mbr Payments](#) [Vendor Pymts](#) [Security](#) [Utilities](#) [Logout](#)

[Member Search](#) [Cert/Course Search](#) [Init/Reinstate](#)

[Certifications](#) [Courses](#) [Documentation](#) [Employment](#) [OJT](#) [Photo](#)

[Activities](#) [Address](#) [Change Log](#) [Info](#) [COPE](#) [Memo](#) [Payment History](#) [Payment](#)

Completion Date Expiration Date Drug Test Results/Status
 09/05/2019 09/05/2020 Negative/Current

Name [REDACTED] Member # [REDACTED] SSN [REDACTED] Local [REDACTED]

[Activity](#) [Class Change](#) [Deletions](#) [Skill Change](#) [Duplicate Card](#)

Member Document Admin -- Webpage Dialog

Member and Activity

Name	Member Number	SSN/SDN
[REDACTED]	[REDACTED]	[REDACTED]

Class: [REDACTED] Skill: [REDACTED]

Journeyman: [REDACTED] Structural Ironworker: [REDACTED]

Code	Activity	Act Date	Eff Date
091	Skill Change	1/28/2020	2/1/2020

Documents On File

Document Type	Signed	Delete	Signature
Chng Classification Form 10	Y	Del	Lock

[Chng Classification Form 10](#)

[Chng Classification Form 10](#)

Add A New Document

Document Type: [Chng Classification Form 10](#)

New Document Type: [Create New Type](#)

[Browse...](#)

[Submit Document](#) [Close/Done](#)

- Close that window and you will be back at the member activity page you will notice that the docs link will have changed to show the current number of documents uploaded.


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[Activity](#) [Class Change](#) [Deletions](#) [Skill Change](#) [Duplicate Card](#)

Member Activity

Local	C	Activity	Eff Date	Fee Amt	GEB	By	Status	Appr/Reg Date	Class	Action	Docs
0378		Initiation	9/1/2019	100.00	0	[REDACTED]	Approved	9/16/2019	APPRENTICE		1(S) Docs
0378		Appr to Jourm GEB	2/1/2020	0.00	6740	[REDACTED]	Approved	3/18/2020	APPRENTICE		3(S) Docs

Pending Activity

Local	C	Activity	Eff Date	Enter Date	Fee Amt	GEB	By	Status	Old Class	New Class	Action	Docs
378		Skill Change	2/1/2020	1/28/2020	0.00	0	by	Pending			Cancel	1(S) Docs

