

Online Dispatch Procedure

To Sign the Out of Work Books go to the IBEW 520 Web Front Page <http://ibew520.org/>

Click on the Sign Books Online

Complete the Question Air and that will put you on our books.

- (Local Members Only) Where it asks for Travel Letter just send another copy of the Dues Receipt
- (Travelers) A Travel Letter must be uploaded in this spot It is also Necessary to fill out Travelers General Information Questionnaire to get on the books

All Calls will be Posted Online in the Normal Job Call Sections

- Once a call is available that you meet all requirements for send an Email between 6PM – 6AM
 - You must have already signed the books to Bid on a Call when Available
- At 8AM the following morning you will receive an Email or Phone Call stating you have won the bid on job.
- All Required Credentials must be emailed to jonathan_murray@ibew520.org prior to your Referral being sent
- After confirming Credentials, you will be emailed an Authorization for Representation and a Referral that needs to be Digitally Filled out and Emailed back
- A copy of the Referral will be sent you and the contractor via Email.

If there are any questions Please reach the Dispatcher at jonathan_murray@ibew520.org or by phone (512) 326-9540