

Manitoba Government and General Employees' Union

MGEU THE SOURCE

Getting Started



WHAT IS THE SOURCE?

THE SOURCE is an online membership information tool. It was designed exclusively to provide elected MGEU workplace representatives (i.e. Local Presidents, Chief Stewards, Vice-Presidents, Stewards, Members-at-Large and Safety and Health Reps) with the information they need to figure out what's happening in their union and help them grow in their role.

THE SOURCE is connected to the MGEU database in order to help workplace reps submit their expenses to the union, register for events, stay on top of their training opportunities, and keep tabs on what's happening in their MGEU Local, Area, and Component.

Have a question? Don't know your member ID number?

Contact us...

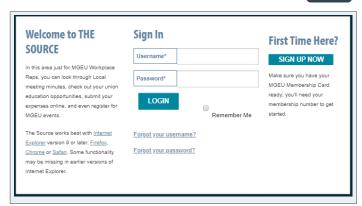
MGEU Resource Centre 204-982-6438 (toll-free 1-866-982-6438) resourcecentre@mgeu.ca MGEU.ca

Scan the QR code below, or go to **thesource.mgeu.ca** to sign in. A quick link to THE SOURCE can also be found on the MGEU.ca home page



- As a first time user, click the Sign Up Now button. You'll need your 5 or 6-digit MGEU member ID number, which you can find on your MGEU membership card.
- 3 On the *Registration* page you'll be asked to provide your member ID number as well as your first and last name. Your username should be a personal e-mail address, not your email address from work. Choose a strong password (minimum 6 characters) and hit the *Register* button.

Make it easy to return to THE SOURCE -we recommend creating a bookmark or adding a shortcut on your mobile device home screen.



ease fill in all of the fields below to register. Your Home Email will your username. As part of the registration process, we will send u a link to confirm your email address. Who are you?			
		Member ID*	
		First Name*	
Last Name*			
Create a new accou	nt-		
Confirm Home Email*			
Confirm Home Email* Password*			

4 You'll be automatically logged in and directed to THE SOURCE home screen. See next page for how to navigate the site.

QUESTIONS ABOUT THE SOURCE?

Q - Why does THE SOURCE require me to log-in?

- A Because the information displayed on the site is personalized to you, it must be kept secure and password-protected.
- Q What kinds of things am I going to be able to do on this site that I can't already do on the MGEU website?
- A There's a lot going on in THE SOURCE which allows elected reps to interact with their union in a whole new way. For instance, members can submit their union expenses and register for events / courses online.

Q - Can I still do things the old-fashioned way?

- A Yes. You can still use phone, fax or mail to submit expenses or register for events. However, going online has its advantages. For example, member expense claims can be processed quicker by submitting them through THE SOURCE.
- Q Can any MGEU member sign up for THE SOURCE?
- A The site is only available to those who hold an elected position in the union.

WHAT YOU'LL FIND IN THE SOURCE

Meetings

See the meetings that you're invited to attend – like Local meetings and Area Council meetings.

- Courses/Events
 Registered Events shows
 what you've already signed
 up for, while Available
 Events shows you events
 you are eligible to attend,
 such as union education
 courses. Event History
 shows courses and events
 you've previously attended.
- Minutes from your Local

meetings, Board of Directors' meetings, your Collective Agreement and more are under the **Documents** tab.

4 Expenses

Submitting union expense claims is fast and easy.

Go to the *Forms* tab and select the *Expense Claim Form*. Fill in all appropriate fields. Some fields require attached receipts - you can scan and attach files (.pdf or .jpeg format), fax them in, or mail them.

Once you hit **Submit** you'll receive a confirmation message on your screen and an e-mail containing a reference number. List this number on all receipts submitted by fax or mail.



