MGEU THE SOURCE

Manitoba Government and General Employees' Union

Getting Started



WHAT IS THE SOURCE?

THE SOURCE is an online membership information tool, 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.

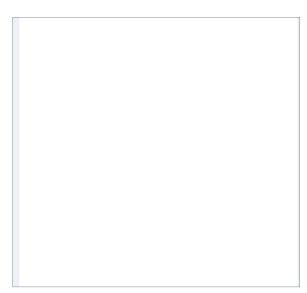
Have a question? Don't know your member ID number?

Contact us...

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

- To create your account, scan the QR code on the right, or go to thesource.mgeu.ca. 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, found on your MGEU membership card.
- At *Registration*, you'll be asked to provide your member ID number, first/last name, and your username (email address). You should use your personal email address, not your work email address. Choose a strong password (min. 6 characters) and hit the **REGISTER** button to send a verification email. Check your email account for a message and click the link to return to THE SOURCE. Enter in your username (email address) and your password, then hit **LOGIN** to proceed.
- 4 Multifactor Authentication: Each time you log in to THE SOURCE, you will be asked to send a security code to your mobile phone or email address. Choose your preference on where to send this code and tap **SEND CODE**. Once you receive the 6-digit code, enter it into the Code field and tap SUBMIT.
- You're now logged in. To make it eas to return to THE SOURCE in the future. we recommend creating a bookmark in your browser or adding a shortcut on your mobile device home screen.





Select	a Phone/Email
Ojsm	******@gma****
O ₂₀₄	1*****55
	SEND CODE
	Enter the Code
	Please enter the Code that was sent to jsm*****@gma****
	Code *
	SUBMIT

Review the next page to learn more about navigating 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.







