Carpenters.org Quick Reference Guide

Account Creation

1. Navigate to the Carpenters.org website. Select the Members link from the home screen.
2. Click the "First Time? Register Here!" button.
3. Enter the following information. If you do not know your UBC Member ID please contact your Local Union Office or your Regional Council for assistance https://www.carpenters.org/regional-council/

   - UBC Member ID – This can be found on your Training Verification Card (TVC)
   - Last Name
   - Birth Date
   - Username – Must be unique and can be of your own choosing.
   - E-mail address

   Check the "I'm not a robot" box then click the "submit" button.

4. You will receive a verification e-mail with 5 to 10 minutes, be sure to check your spam folder. If the e-mail does not arrive you will need to re-register using a different e-mail address. This can be done by clicking the "CLICK HERE to re-register" link and repeating step 4 of this guide.
5. Upon receiving the e-mail, click on the "Verify Account for Carpenters.org" button.
6. Enter a new password and then confirm your new password in the fields provided. Be sure your password meets the minimum requirements, then click the "Submit Button"

Forgot Username

1. Click the "Forgot Username" link from the login screen.
2. Enter your UBC Member ID - This can be found on your Training Verification Card (TVC) then enter the e-mail address originally used to sign up for your account and click submit. If you do not know your UBC Member ID or the e-mail address used to create your account please reach out to your Local Union Office or Regional Council for assistance https://www.carpenters.org/regional-council/
3. If the submission is successful, you will receive an e-mail containing a link to your username within 10 minutes.
4. Upon receiving the e-mail, click on the "Request Username" button. You will then be directed to a screen displaying your username and an option to log into carpenters.org.

Forgot Password

1. Click the "Forgot Password" link from the login screen.
2. Enter your UBC Member ID, this can be found on your Training Verification Card (TVC), then enter the e-mail address originally used to sign up for your account and click submit. If you do not know your UBC Member ID or the e-mail address used to create your account please reach out to your Local Union or your Regional Council for assistance https://www.carpenters.org/regional-council/
3. If the submission is successful, you will receive an e-mail containing a link to retrieve your password within 10 minutes. Upon receiving the e-mail, click the "Reset Password" button.
4. A new webpage will load asking you to confirm your Username, and then create and confirm your New Password. When you have filled out all of the required fields, click the "I'm not a robot" button, then click "Submit".

Update Password

1. Navigate to the Carpenters.org website. Select the Members link from the home screen.
2. Under the "Managing Member Info & Benefits" heading, select "Members: Update Your Contact Information".
3. On the profile page click "Change Password"
4. Enter in your current carpenters.org password then enter in your new password and confirm. Click "Submit."