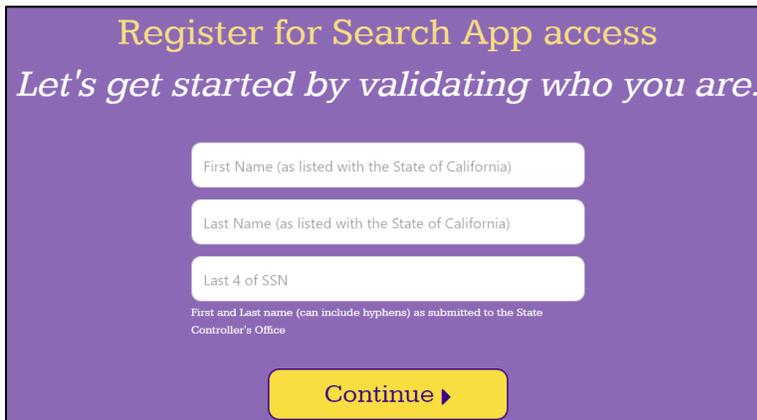


Steward Search App Guide

The Search App is a mobile or tablet application that allows Stewards to search for active, represented state employees within their worksite address. The first step of the registration process in order to gain access to the Search App is to authenticate your active Steward Position, status, and verification of a signed Non-Disclosure Agreement (NDA).

The following guide will walk you through the registration process and how to use the Search App.

- 1) Registration link: <https://search.seiu1000.org/register.php>
- 2) Enter your First Name, Last Name, and Last 4 of SSN (as on file with the State of California)



Register for Search App access
Let's get started by validating who you are.

First Name (as listed with the State of California)

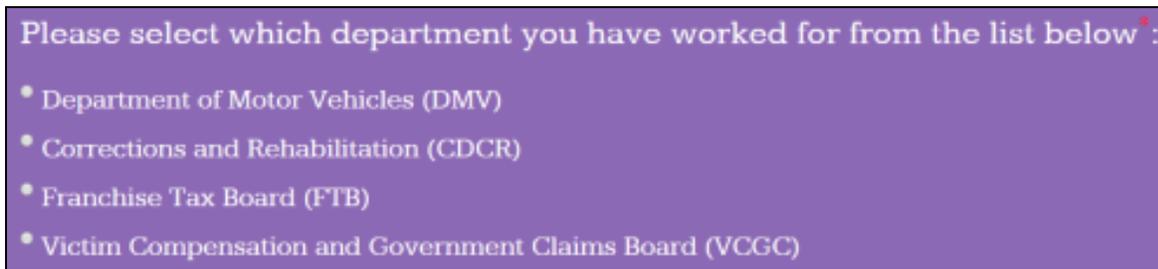
Last Name (as listed with the State of California)

Last 4 of SSN

First and Last name (can include hyphen) as submitted to the State Controller's Office

Continue ▶

- 3) Continue the authentication process by verifying your current Department and Classification



Please select which department you have worked for from the list below *

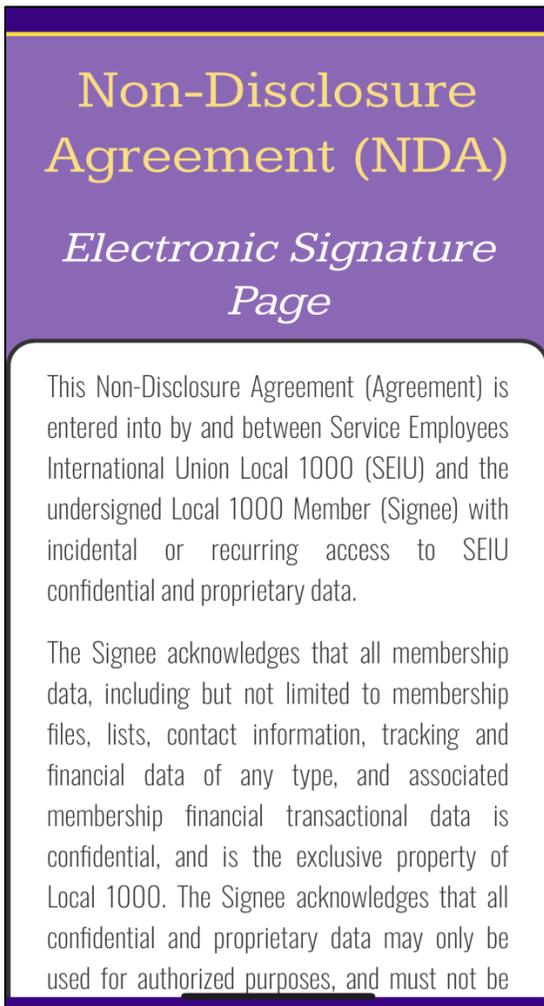
- Department of Motor Vehicles (DMV)
- Corrections and Rehabilitation (CDCR)
- Franchise Tax Board (FTB)
- Victim Compensation and Government Claims Board (VCGC)



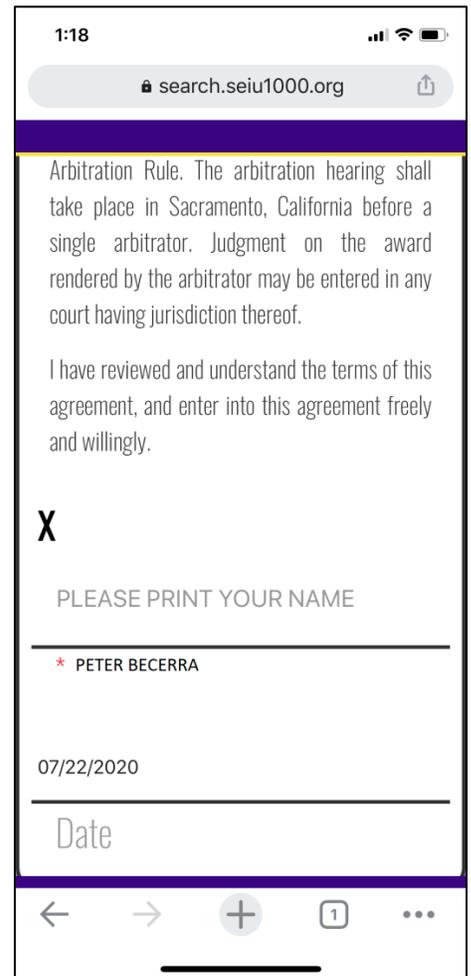
Please select which classification you have held from the list below *

- Staff Services Analyst (General)
- Motor Vehicle Representative
- Office Technician (Typing)
- Information Technology Specialist I

- 4) If you already have a signed Non-Disclosure Agreement (NDA) with Local 1000 on file you will skip this step (and go directly to step 7).
- 5) However, if you have not previously signed a Non-Disclosure Agreement (NDA) with Local 1000, then you will be prompted to sign an electronic NDA.
 - a. Note*: You will not be able to continue the registration process without completing an electronic NDA.
- 6) Read the legal language and sign the electronic NDA by typing in your legal name (which also displays below the line)



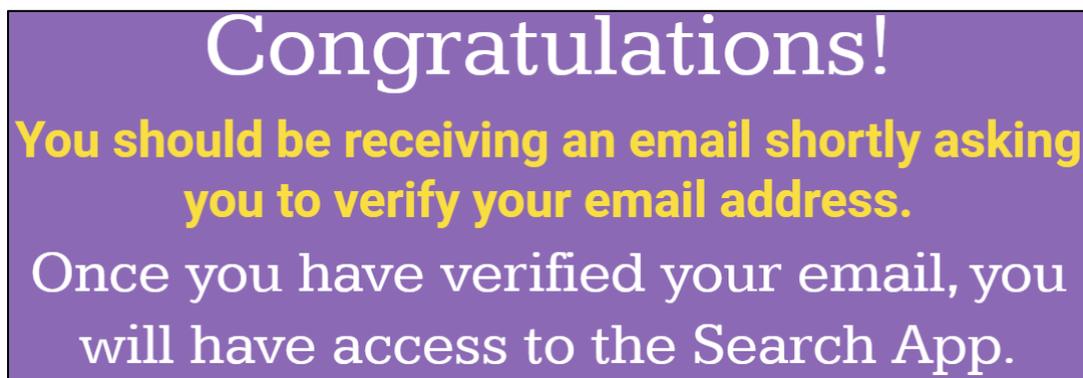
Scroll Down to Sign
→



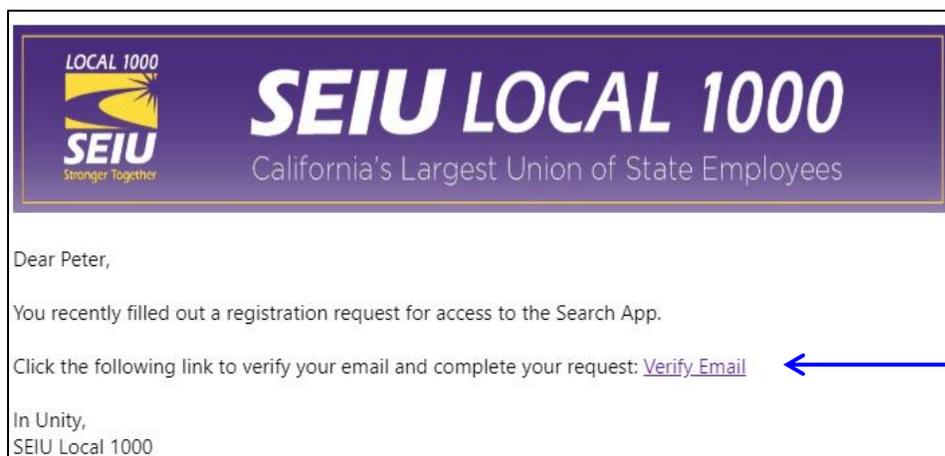
- 7) Your personal email address on file will automatically populate, but you can enter a new email address if needed.
 - a. Note*: New emails entered will become your email address on record for future Local 1000 emails



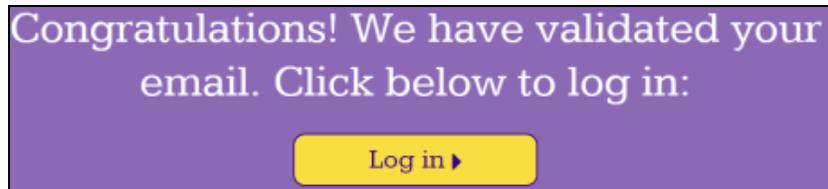
- 8) Enter a password and click the 'Complete Process' button



- 9) Go to the email inbox of the email used to register
 - a. Note*: Check your Spam/Junk folder if you don't get an email within a minute or two
- 10) Open the email and click the 'Verify Email' link

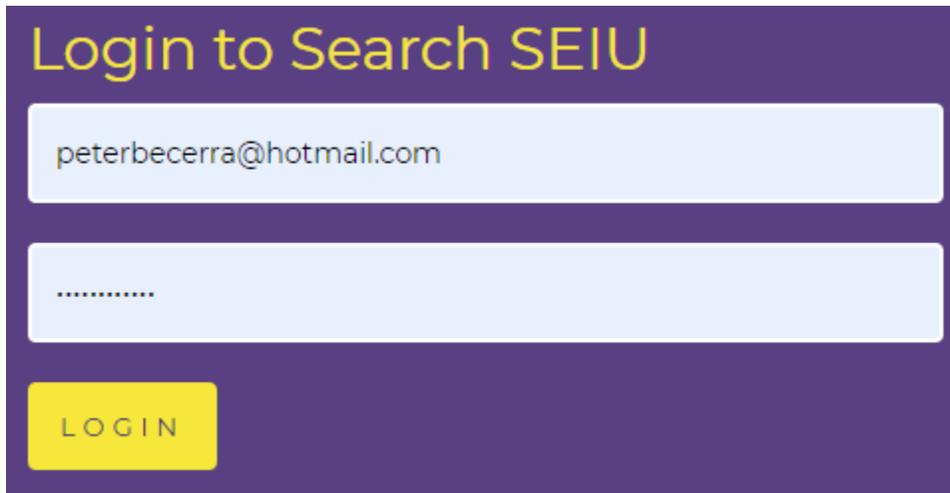


11) With your email validated, go ahead and login



12) Save this link to your mobile or tablet device for future reference

a. <https://search.seiu1000.org>



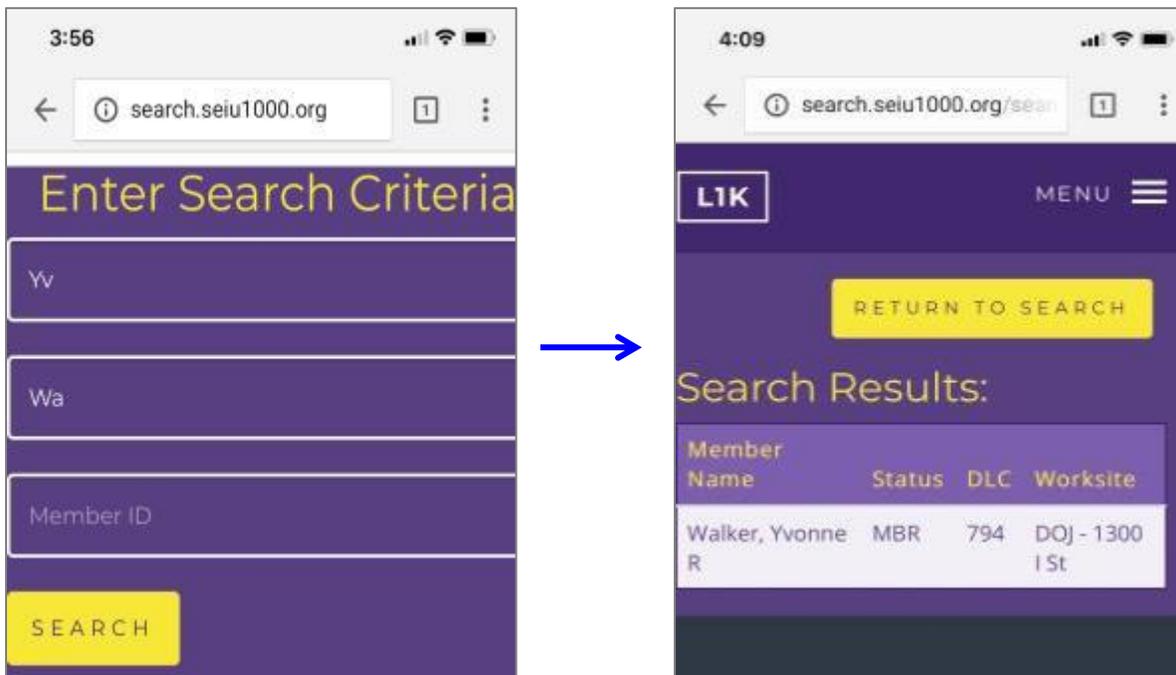
13) Search Options

- a. First Name / Last Name – you will need to enter at least 2 letters in both the first and last name fields. This performs a “Begins With” search where any state employee in your worksite address whose first and last name begins with the letters entered will be displayed.

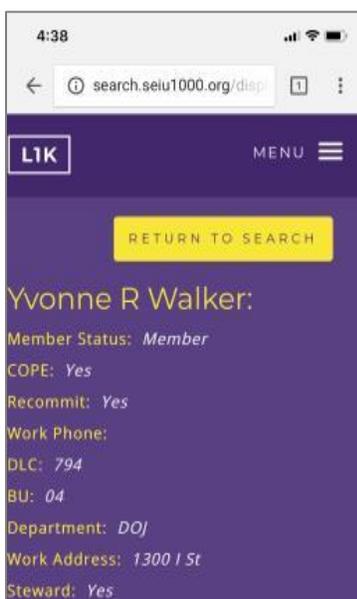
OR

- b. Member ID searching – using this field will do an exact match against Member ID

*Please note that nick names are not searchable, only formal names (e.g. Jennifer, not Jenny)



- 14) Click on the Name open the detail page, which will provide Member Status, Work Address, Work Phone, DLC, BU, Department, COPE, Steward, and Recommit information.



- 15) For Non-Members, there will be a *Become a Member* link that when clicked will automatically open a new window to the E-MBR Application so you can assist the Non-Member in filling out an Electronic membership application.

FAQ's

Q) What if I don't get the email to verify my email address?

A) Emails can take a minute or two to show up in your inbox. You might also want to check your Spam or Junk folder. If you still don't receive anything, do through the Registration process again and make sure that the Email on file is correct (<https://search.seiu1000.org/register.php>)

Q) I'm trying to log in and it's saying Incorrect Email / Password

A) Then you entered either the incorrect email or an incorrect password. After a couple of attempts, you can reset your password and verify your email by going through the Registration process again (<https://search.seiu1000.org/register.php>)

Q) Can I use the same email and password that I used to register for the website?

A) Yes, you can use the same email and password as the main Local 1000 website (www.seiu1000.org).

Q) What happens if I register with the Search App using a different password than the one I used on the Website?

A) The Search App and Website use the same Login credentials, so changing one will automatically change the other, so you only have to remember one login for the two sites.

Q) Does the Search App have anything to do with Stewards Points?

A) No, at this point the Stewards Points site is completely separate from the Search App and Website. This includes login credentials, which means your current login for Stewards Points will not be affected by the email / password you create for the Search App / Website.

Q) *I'm trying to log in with a computer, but I keep getting an error?*



A) The Search App was designed to be used as a mobile/tablet application. Please try again using a smartphone or a tablet.

Q) *I have tried everything to get logged in, including all the FAQ's suggestions. Is there someone that can help me?*

A) Yes, please send an email to: Compass-Notify@seiu1000.org

Note*: Please be as descriptive as possible, like where in the process you are having problems, or if you are receiving a specific error message.

- Lots of Details in your Email (**GREAT**)

"Hello, I was able to register and verify my email, but when I try entering my username and password it's give me the error message: Search can only be done from a Mobile or Tablet device. My name is Peter Becerra, I'm registered with the email: peterbecerra@hotmail.com, and you can reach me at: 916-555-1212"

- Avoid Non-Descript Emails (**NOT SO GREAT**)

"I can't get into the Search App, help please"
