



*Solidarity House*

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**INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW**

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RAY CURRY, *PRESIDENT*

FRANK STUGLIN, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CHUCK BROWNING • TERRY DITTES • CINDY ESTRADA

March 28, 2022

To: All Local Union Presidents, Financial Secretaries and Recording Secretaries

From: Frank Stuglin

Subject: 38<sup>th</sup> Constitutional Convention – July 25 - 28, 2022  
Electronic Process for Receiving and Submitting Credentials

Greetings:

The 38<sup>th</sup> Constitutional Convention will be held in Detroit, Michigan on July 25 - 28, 2022. Per Article 8, Section 10 of the UAW Constitution, each local union will receive the Call to the Convention and credentials no less than 90 days prior to the convening of the Convention. The Call to the Convention was sent on January 28, 2022, to the President and Recording Secretary of the local union at the local union address and home address of record in the Local Union Information System (LUIS). Additional copies were mailed to each Local Union Hall address of record in LUIS.

***Electronic Process for Receiving and Submitting Credentials***

In an effort to reduce the costs associated with printing and mailing credentials, we are asking all local unions to utilize the electronic process for receiving and submitting credentials through LUIS. As part of the electronic process, the local union's delegate credentials will be posted electronically on LUIS, including credentials for the delegate(s) and alternate delegate(s). The President and Recording Secretary will complete the credential information, verify whether each delegate is attending, and submit the credential. Copies of the credentials will be available in LUIS, as well as a record of the date and time the credentials were submitted to the Secretary-Treasurer. Information on the deadline for submitting credentials was included in the Call letter.

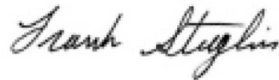
When the credentials for your local are posted on LUIS, the President, Financial Secretary and Recording Secretary will receive an email notification that the credentials are available, as well as instructions on how to submit the credentials.

Please log into the LUIS system to review and update President, Financial Secretary, and Recording Secretary information. Step-by-step instructions for adding or updating officer information, or updating the local union address, are contained in the User Manual available under the 'Help' menu on the Welcome screen in LUIS.

If you do not have a username or password for the LUIS system, please follow the attached instructions to request a username and password. If you were previously assigned a username and password but have forgotten either, please contact the LUIS Help Desk at 313-926-4485.

If you have questions regarding the electronic process for receiving and submitting credentials, please contact the Credentials Office at (313) 926-5052.

In solidarity,



Frank Stuglin  
Secretary-Treasurer

FS:pl  
opeiu494afl-cio  
Attachment  
cc: IEB  
Tim Bressler  
Todd Brien

### **Instructions for Requesting a Local Union Information System (LUIS) Username and Password**

- 1) Locals must register for a username and password to access the Local Union Information System. **Both the President and Financial Secretary of the Local must be registered users before either has access to the system.** Each registered user must have a unique email address. The President or Financial Secretary can request additional users once they have access to the system.
- 2) To become a registered user, go to <https://localunion.uaw.org>. For optimum system performance, the following browsers should be used: Firefox, Internet Explorer, Chrome and Safari. Please make sure all browsers are updated to latest version.
- 3) The User Login screen will appear. Click on Help to access the link for "Request a Login" and complete the requested information. An email will be sent with your username. For security reasons, your temporary password will be sent in a second email. Once you have successfully logged into the system, you will be instructed to change your password.

Please feel free to contact the Help Desk via email at [helpdesk@uaw.net](mailto:helpdesk@uaw.net) or phone at (313) 926-4485 with any questions regarding requesting a username and password.