

## ATTENTION EXTRA LIST 1-5 AND EMERGENCY PERSONNEL

Starting December 3, you will be able to mark up if you want to go to work. You must mark up before 3pm each day. **You MUST have a TWIC card to enter the port. Do not mark up at this time if you do not have your TWIC card.** To mark up please follow the below instructions.

- Log into your profile by going to [www.ila1475.com](http://www.ila1475.com) and click "Log In".
- Your sign in info is: Username: your email address  
Password: last 4 of your SSN
- Click the appropriate box in the upper left-hand corner for when you are available to work.
  - Tonight Night, Tomorrow Day, or both
- Click the SAVE button at the top right to save your markup availability.

**It will be your responsibility to check and make sure that you are marked up. You must mark up before 3pm each day. Do not call the dispatch office!** To verify that you have marked up successfully, follow the below instructions.

- While logged into your profile, go to the REPORTS tab at the top of the page.
- Scroll down and click "Day Markup for Next day Report" or "Night Work Markup for Tonight Report"
- Scroll down to your category (Z1, Z2, etc.) and find your name.
- If your name is listed you have successfully marked up. If you do not see your name, repeat the above instructions and make sure you click SAVE.
- To toggle back and forth use the tabs at the top of the page (Member Management, Reports) and not the back button.

If you marked yourself up, but are unable to work, it is **very important** to mark yourself off. This is done by logging into your profile and "Unchecking" the mark up boxes and clicking SAVE. **Remember**, once marked up you are making yourself available to work. If you are called and do not accept a job you will be penalized. Marking off must be done before 3pm.

If you are marked up, you can follow the dispatch page by going to the REPORTS tab, scroll down and click "Jobs Dispatched for Next Work Day Report". All jobs for that day/night are listed. Jobs are dispatched by seniority. All Extra List persons will be dispatched by their List number and then rotate alphabetically by who is marked up. **DO NOT CALL THE DISPATCH OFFICE!**

### **IMPORTANT**

All Extra List 1-5 and Emergency persons working a Deck and Dock or Field Clerk job **MUST** have either gone through our formal ILA/GSA training program or have a "trained" ILA 1475 person physically with them at all times. An ILA person is considered trained after completing a minimum of 700 hours during the previous contract year 2020-21. If you do not have a "trained" person able to accompany you for the duration of your shift, **DO NOT MARK UP AND ACCEPT A JOB. If you take a job and then find out your "trained" person is unable to accompany you, call the dispatch office immediately and mark off.**

**If you accept a job and show up and/or caught working without a "trained" ILA 1475 person, you will be placed on the "DO NOT DISPATCH" list until you have completed our formal ILA/GSA training program.**

Please email questions or log-in problems to [listmonitor@ila1475.com](mailto:listmonitor@ila1475.com)