



MEMORANDUM

Office of the National Secretary-Treasurer

TO: All TCU FSTs

FROM: S. L. Boyd, NST

DATE: October 17, 2017

RE: "FST Portal"

Brothers and Sisters:

This is to advise that TCU/IAM recently launched a new membership database titled "UnionTrack" which replaces MICA in its entirety. In addition to UnionTrack's membership database, a FST Portal website was made available for use on October 5, 2017.

The "FST Portal" is linked directly to TCU/IAM's membership database so you will be able to view "live" data for all members in your lodge. In addition, you will be able to submit information through the portal on-line to update members' status. This information will transmit directly to the Membership Department for updates to the membership database.

The "FST Portal" consists of three (3) main sections which are:

1. "Dues" – the "Dues" section will list any members of your lodge that have not paid their dues for one or more months. It will also list members that have submitted a dues payment for a given month but the amount paid is less than the amount owed ("Under Payment") or, the amount paid is more than the amount owed ("Over Payment"). For each member listed, you can enter information that explains the discrepancy (for example, "the member did not pay full dues because they are out of work and are paying retention dues").
2. "Membership" – the "Membership" section will include all active and inactive members in your local. For each active member, the "FST Portal" will show their full name, membership class, current mailing address, phone number, email address and date of birth. You can submit updates on any of this information via the feedback column so that the Membership Department can update the member's record in our database.

3. "Distributions" – going forward, TCU/IAM's National Office will no longer send your monthly Distribution Packet Report via email. Instead, your monthly reports will be posted to the "FST Portal" as PDF files under the "Distributions" section. You can view the reports via your web browser or download copies to your computer if you desire.

The "FST Portal" can be accessed at <https://fstportal.tcunion.org>. Your user ID will be your last name and first initial, all lower case. The first time that you log in, you need to use the temporary password "Password75". When you log in for the first time, the system will prompt you to set a permanent password of your choice to use going forward. Password requirements for security purposes:

- Minimum Length of 8 characters.
- Maximum Length of 20 characters.
- Cannot contain three repeating characters within password, i.e. 999 or aaa.
- Must contain one upper case letter.
- Must contain one lower case letter.
- Must contain at least one number.

Please take the time to log on and familiarize yourself with the "FST Portal" as this is where your monthly distribution reports will be sent and stored from now on. In addition, we anticipate the "FST Portal" will be a program that will assist you greatly in tracking your lodge members' dues payments and membership records.

Thank you in advance for your participation and service to our members.