



New Member Journey Checklist

- Keep track of hours worked from dispatch
- You **MUST** call and schedule your DOT Physical
 - Notify OHC staff that you are a NEW apprentice
 - Bring your initiation dues receipt to your appointment
 - Call OHC (Countryside) - (708) 485-2273
 - Monday - Wednesday & Friday 9a.m. - 5p.m. (Last appt. at 4p.m.)
 - Thursday 10a.m. - 7p.m. (Last appt. at 6p.m.)
 - Saturday 8a.m. - 12p.m. (Last appt. at 11a.m.)
 - If you are unable to keep appointment, call and reschedule → **Don't be a NO-SHOW.**
- Look out for and read information from Member Services - New Member Journey Letter (includes medical ID number)
- Register on [www. My150.com](http://www.My150.com)
 - Complete Electronic Consent Form and return to the Fund Office
 - Review your **My HOURS** tab and become familiar with the fringe benefits under your CBA
 - Review **My PROFILE** information
 - Click on **My FAMILY** and add dependents that you want covered under the health & welfare plan
 - Start gathering required documentation to submit to the Fund Office
 - Update your beneficiary designation information for each applicable fringe benefit
 - For the Retirement Enhancement Fund - You will need to contact Fidelity to update beneficiary information, if applicable.
- Look out for and read New Member Packet - This means you are eligible for coverage, temporary vendor/medical ID cards
- Visit www.moefunds.com and become familiar with current information regarding all the fringe benefits offered by Local 150
- The Fund Office does not administer the Midwest Coalition of Labor (MCL) benefits. To become familiar with FREE services through the MCL, you must be a "dues paying" member. Visit www.coalitionoflabor.org for more information or call (800) 433-2099.
- Attend Know Your Union class
 - Saturday, July 13, 2019 8a.m. - Noon
 - Saturday, November 9, 2019 8a.m. - Noon
 - Saturday, January 11, 2020 8a.m. - Noon
- Attend Labor Law class
- Attend COMET class