



Verifying Worker Eligibility Web Site Instructions

Effective immediately, Sheet Metal Workers Local #33 Akron, Cleveland and Vermilion are offering to their signatory contractors, at no cost, the opportunity to verify member's substance abuse testing and training eligibility through our third party administrator's web site. Mobile Medical Corporation uses the internet to centralize worker eligibility information. Contractors/Unions can access their web site to verify that workers have current:

- Employee & Supervisor Training
- Substance Abuse Testing

Only "ELIGIBLE" data is available online. If a member never tested in the CISAP program, failed to renew their annual test, did not show for a random test, or is undergoing a treatment program for a past positive test result their name will list "NO MATCH" next to it. If "No Match" comes up you should refer them to MMC immediately.

It is now up to the contractor to monitor their workforce. To obtain a program code and ID # please complete the "Contractor Registration Form" and fax to MMC @ 440-356-9238. MMC will email you The instructions listed below and you will have access 24/7.

Instructions:

1. Go to www.mobmed.com
2. Click on "Skip Intro"
3. Click on "Contractor Login" top right on page
4. Click on "Drug Test Verification"
5. Enter Job / Program Code UCIP-SHEET-33 (For Cleveland Member Eligibility)
6. Enter ID: assigned to _____ Company by MMC # _____
7. Enter user name: email address
8. Enter Pass Code: 4+ characters (you choose)
- Enter Skill Check #'s: of members you want to view. This is a combination of their last name and last four digits of their social security number.
9. Double click on the worker's name to get a detailed eligibility report. (See sample) This can be printed and stored in the employee's file.
If there is no information on a worker the report will read "NO MATCHES FOUND."

Please note: As of March, 1, 2007, only the following union's signatory contractors may have access to online eligibility information. If you are a signatory contractor and would like access please contact MMC who will assign you the appropriate access codes.

- Laborers Local 310 and Laborers Local 758
- Roofers Local 44
- Painters DC 6
- Carpenters RC Northeast including: Locals 21, 95, 212, 509, 305, 735, 940, Millwrights 1871 and Cabinet Makers 1542
- Carpenters RC Southwest including: Locals 2, 104, 113, 126, 698, 712, and 1066
- *Sheet Metal Workers Local 33 Akron, Cleveland, & Vermilion*