

How to use the AT&T E-cards for Locals: AT&T Mobility Contracts

1. The worker signs an e-card:

- A worker receives the link to fill out an e-card:
<https://www.surveygizmo.com/s3/5538357/Join-CWA-ATT-Mobility-ECard>
- The e-card contains three sections: membership, dues deduction authorization, and political contributions. Any of the three sections can be opted-in or opted-out of individually.

2. The worker and relevant staff receive copies of the submission

- The worker sees a receipt page of all entries made upon submission.
- The worker will also receive an email with a written description of all entries made, as well as instructions on who to email to change any incorrect information.
- The District needs to assign a staff person to coordinate email follow-up. Who this is may vary based on District staff capacity and assigned roles, but could be: the district dues specialist, the assigned staff rep/bargainer, campaign lead for CWA Strong/internal organizing, etc. This person receives an email notifying them of the submission, entry details, and a PDF copy of the receipt.
- ***Note that email receipts can take up to several hours to be received depending on server load.***
- COPE (CWA Committee On Political Education) also receives a PDF copy of the political contributions section if submitted.
- Invalid email addresses are bounced back to a CWA data specialist email, who will follow-up with relevant staff.

3. Copies of new submissions are sent to their respective Local, which are then sent to the Company.

- The Staff assigned by the District to the campaign will wait 24 to 48 hours before forwarding new membership card submissions to the local. CWA Headquarters Data Staff will provide assistance in downloading and formatting batches of the E-Card data.
- In the case of bounced emails, the assigned District staff will attempt to follow up with members through other submitted personal contact information, such as phone number, to verify if they intended to submit a card. If not or if no contact is made, cards will not be forwarded to the local.
- ***Locals will then send e-card data for just the dues deduction authorization and political contributions sections (not the membership card section) to the company by email with the PDFs provided by the assigned Staff. These card submissions to the Company must be done in batches, i.e., all the cards ready to be submitted by the Local should be put into a single PDF attachment to the email. The PDF is emailed by the Local to the Company at G20888@att.com, with the subject line "Union/COPE Cards." The Local***

should cc. their respective District Dues Specialist on the email to the Company.

Long-term storage: All card submissions are stored on the password-protected GDPR-compliant SurveyGizmo server, and are retrievable in the form of PDFs and spreadsheet format, in individual copies or bulk. Card submissions are also periodically transferred to CWA servers for long-term storage.

Issues: Any issues encountered with using the e-cards can first be addressed by Mobility organizers, which can then be forwarded to CWA data specialists if needed.