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# ***Mix 2020 Quick Reference Information***

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**To Sign the OOWL:**

Call :(888)625-8022 or

Text: (978)228-2209 (must be signed up for texting w/dispatch)

**To check your number on the OOWL Call:**

(855)273-1562 or go to

<https://www.mix2020.com/member/ne/>

**To retrieve a job dispatch that you have missed call:**

(888)625-8022

Select Opt. 1 to renew on the list and then

Opt. 1 to retrieve the dispatch call

**For Dispatch questions, concerns or issues call:**

(855)273-1562

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## *Mix Automated Line vs. Dispatch Office*

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- Mix 2020 Automated phone number (888)625-8022
- Dispatch Office Phone number (855)276-1562 or (607)739-4834
- Dispatch is available from 7:30 am to 4 pm

### **Call the Mix 2020 Automated line for/to:**

- Signing the OOWL (Out of Work List)
  1. Call (888)625-8022
  2. Select (1) for English or (2) for Spanish
  3. Type in you Member ID ( 8 – digit UBC member number)
  4. 4 – digit PIN number
  5. Select 1 to sign or renew on the OOWL
  6. Listen to confirmation message

**\*\*\*If this is your first time calling the Automated system, you will need to record your name and set up a new 4 – digit Pin number for future use. Then you can select option 1 to sign the OOWL\*\*\***

- Re-new on the OOWL
- Retrieving a Job Dispatch that you missed
- Retrieving a Broadcast call, you missed

### **Call the Dispatch office for/to:**

- Reporting you are working
- Report that the job has ended
- Place a Block date on your account
- Remove a Block date on your account
- With any Mix 2020 questions
- Any job dispatch questions
- Anything pertaining to work

If you have any trouble or need assistance, please contact the Dispatch office.



## Introducing Texting with Mix

Members are now able to communicate through text with Mix 20/20 Dispatch System! For this feature to work members **MUST** register their phone number with the Dispatch Center for texting.

### **How to sign up?**

Call Dispatch at (855)273-1562 or set it up through Mix 20/20 online:  
<https://www.mix2020.com/member/ne/>

### **What can I communicate through texting?**

- Signing the Out-Of-Work list
- Renewing on the Out-Of-Work list
- Reporting you're working
- Reporting that a job has ended
- Add/Remove no more than 3 Counties (beyond that you must fill-out a new Job skill)

### **What can't I do?**

- You CANNOT change personal information
- You CANNOT change skills
- You CANNOT retrieve a job dispatch
- You CANNOT accept/decline a job dispatch

### **What is the Mix 20/20 texting Phone Number?**

(978)228-2209

**\*\*\*YOU MUST TEXT FROM THE PHONE NUMBER YOU HAVE ON FILE WITH MIX 20/20, OR IT WILL NOT WORK\*\*\***

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## Mix 2020 Online

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You must go to <https://www.mix2020.com/member/ne>

Your login information is the same as when you call on the phone:

- Members ID ( 8 - digit UBC number)
- 4 - digit Pin

### What can you Update?

- Your texting phone number
- Preferred email address
- Overriding phone number (temporary phone number for Mix to call. Be sure to remove the phone number when your done needing calls forwarded)

### What can you view?

- Basic Information
- Your Skills
- Work Areas
- Work History
- Union Participation
- Dues Status
- Paid thru Date
- OOW List Status (n/a means you're not on the list)
- Renewal Date
- Your Number on the OOWL

**\*\*\*If you need to change any of the information, you must contact Dispatch for an up to date job skills form, fill it out and send it back for updates to be made. \*\*\***

### How to get my number on the OOWL?

- **From a Mobile Phone:**  
Go to the Work Areas tab and touch the **NAME** of each County you have selected and it gives your number for that County
- **From a Computer:**  
Go to the Work Areas tab and hover the **NAME** of each County you have selected and it gives your number for that County

If you have any trouble or need assistance, please contact the Dispatch office at (855)273-1562

## **How to use Mix 2020 Online**

Go to <https://www.mix2020.com/member/ne/>

- Your login information is the same as when you call in and sign the OOWL over the phone
- Here you can check your number on the OOWL and all of the information that we have on file for you. (You CAN NOT sign the OOWL, to sign the list you must call the automated system or text the dispatch office from your texting approved phone number.)
- You can update your job skills when you click on the “Skills” tab and then select “Edit My Skills”. Here you can add or remove your skill set.
- You can update your work areas by clicking on the “Work Area(s)” tab and select the counties you want to add or remove.

### **To check your number on the OOWL:**

- Go to the work areas tab
- Touch the name of your selected county or hover the mouse over the name of the County. This will give you the number you are on the OOWL.

If you are using the Mix 2020 online and experience any issues or have any questions, contact the dispatch office at (855)273-1562.