



Montana Department of LABOR & INDUSTRY

Employment Standards Division

How to Submit a Mediation Request through Public Portal

1. Click on 'Forms'

Subscribe to Montana Arbitrator's Association Email Updates

- + Current Board Members
- + **Forms** 1
- + Previous Meeting Information
- + Roster of Arbitrators
- + BOPA Decisions

Employment Standards Division
Board of Personnel Appeals
Board of Personnel Appeals Decisions Search
Decisions Search

2. Click on 'BOPA Forms Portal' Button

- Forms

BOPA Forms Portal 2

You may select the BOPA Forms Portal button to submit requests for the following:

- Mediation
- Arbitration
- Factfinding
- Interest Based Bargaining Training and Facilitation
- Affinity Training and Facilitation
- Labor Management Committee Training and Facilitation
- Classification Appeal
- Non-Union Grievance

You will be prompted to create a user account. Once this account has been created, you will have the option to submit a request.

Employment Standards Division
Board of Personnel Appeals
Board of Personnel Appeals Decisions Search
Decisions Search



Montana Department of LABOR & INDUSTRY

Employment Standards Division

3. Sign into your account on the portal by entering in your username and password then click 'sign in' (if you forgot your password please click the link <https://okta.mt.gov/Help>)

Home WC Claims Examiner Extra Territorial Agreements Online Services My Cases Additional Information

Register for an Account Login

Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

Forgot Password?

Sign In 3

Remember me on this device

Not Registered? [CREATE AN ACCOUNT](#)

4. Once you have successfully signed in, you will want to click on 'Online Services' dropdown menu from the top banner and select 'Collective Bargaining'

Home WC Claims Examiner Extra Territorial Agreements Online Services My Cases Additional Information

Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

0 Collections (0) Account Management Logout

Online Application

Welcome to the Employment Standards Division's Online System. Using this system you can... convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer.

General Disclaimer

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Collective Bargaining 4

Submit a Concern

Human Rights Decisions

Office of Administrative Hearings Decisions

Board of Personnel Appeals Decisions



Montana Department of LABOR & INDUSTRY

Employment Standards Division

5. Click the check box below the General Disclaimer to confirm you have read and accepted the terms and then click Continue

Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

Online Application

Welcome to the Employment Standards Division's Online System. Using this system you can submit and update information, pay fees, and track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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I have read and accepted the above terms.

Continue »

5

6. Click on 'Dispute' check the box 'Collective Bargaining Request for Assistance' and the 'Continue'

Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Dispute
 Collective Bargaining Request for Assistance

► Inquiry

Continue »

6



Montana Department of LABOR & INDUSTRY

Employment Standards Division

- Click the box next to Mediation, add a description in the text box provided and click 'Continue'

Request Information

REQUEST INFORMATION
You will be prompted to provide information necessary to submit your case. Please provide all requested information as this serves as your "form" to submit your request. Please provide the type of assistance you are requesting by selecting one or more of the following options.

Received Date:

Classification Appeal:

Mediation:

Non Union Grievance:

Retaliation:

Unit Clarification:

IBB Training:

LMC Training:

Affinity Training:

IBB Facilitation:

LMC Facilitation:

Affinity Facilitation:

Arbitration:

Fact Finding:

Description of Request: *

[Save and resume later](#) **7** [Continue »](#)

- You will then be asked to enter your name and email address as well as the name and email address for the other party. You may enter the information and then click 'Continue'

Collective Bargaining Request for Assistance

1 Request Information | **2 Contact Information** | 3 Attachment | 4 Review | 5 Record Issuance

Step 2: Contact Information > Contact Information
Please create a contact for both the Employer and Union. * indicates a required field.

Custom Fields

CONTACT INFO FOR OTHER PARTY

* Organization Name:

* Email:

CONTACT INFO FOR REQUESTER

* Organization Name:

* Email:

[Save and resume later](#) **8** [Continue »](#)



Montana Department of LABOR & INDUSTRY

Employment Standards Division

9. Next, you will have the opportunity to add any attachments you would like to include and then click 'Continue' to move to the next step.

Collective Bargaining Request for Assistance

1 Request Information 2 Contact Information 3 Attachment 4 Review 5 Record Issuance

Step 3: Attachment > Attachment * indicates a required field.

Attachment

The maximum file size allowed is 50 MB.
ade;adp;bat;chm;cmd;com;cpt;dlb;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;act;shb;sys;vb;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#) 9 [Continue »](#)

10. You will then have the opportunity to review the information you submitted and make sure it is correct. If all information is correct, you may click "Continue" to move to the next step.

Collective Bargaining Request for Assistance

1 Request Information 2 Contact Information 3 Attachment 4 Review 5 Record Issuance

Step 4: Review 10 [Continue »](#)

[Save and resume later](#)

Please review all information below. Select an "Edit" button to make additional changes. If no changes are needed, please select "Continue".

Record Type

Collective Bargaining Request for Assistance

Request Information

REQUEST INFORMATION [Edit](#)

Received Date: 06/25/2024



Montana Department of LABOR & INDUSTRY


Employment Standards Division

11. Once you have verified the information is correct and clicked “Continue” you should receive a confirmation screen indicating your case has been created.

Collective Bargaining Request for Assistance

1 Request Information	2 Contact Information	3 Attachment	4 Review	5 Record Issuance
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Step 5: Record Issuance

 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is 2024DR1

You will need this number to check the status of your application.

[View Record Details »](#) (You must post the record in the work area.)