

## How to Submit a Non-Union Grievance through Public Portal

## 1. Click on 'Forms'

Subscribe to Montana Arbitrator's Association Email Updates

+ Current Board Members

+ Forms

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Employment Standards Division
Board of Personnel Appeals
Decisions Search

\*\*BOPA Decisions

## 2. Click on 'BOPA Forms Portal' Button

- Forms



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.

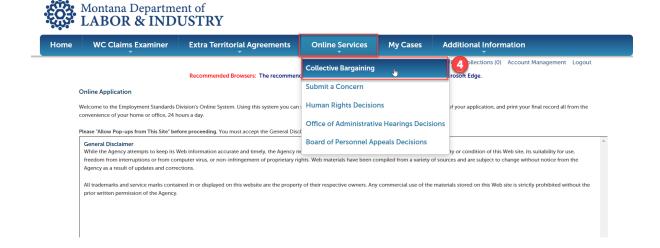
Employment Standards Division

Board of Personnel Appeals

Board of Personnel Appeals Decisions Search 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 <a href="https://okta.mt.gov/Help">https://okta.mt.gov/Help</a>)

Home	WC Claims Examiner	Extra Territorial Agreements	Online Services	My Cases	Additional Information
					Register for an Account Login
		Recommended Browsers: The recommend	ded browsers for this website	are Google Chrome a	nd Microsoft Edge.
	Sign In				
Γ	USER NAME OR E-MAIL: *	1			<b>3</b>
	PASSWORD: *				
L					
	Forgot Password?				
			Sign In	3	
	Remember me on this device				
	Remember me on this device		N		
			Not Registered?		

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'





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

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

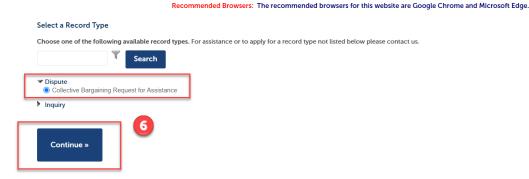
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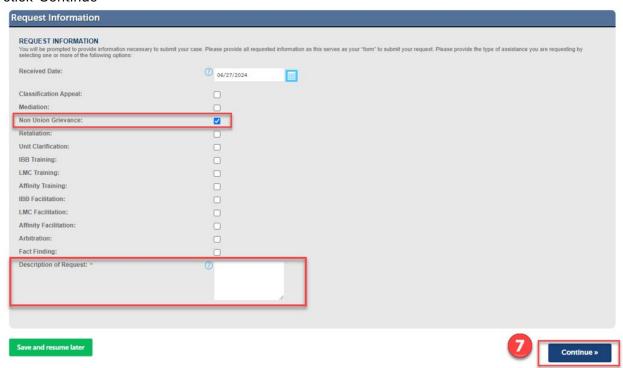
1 have read and accepted the above terms.

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

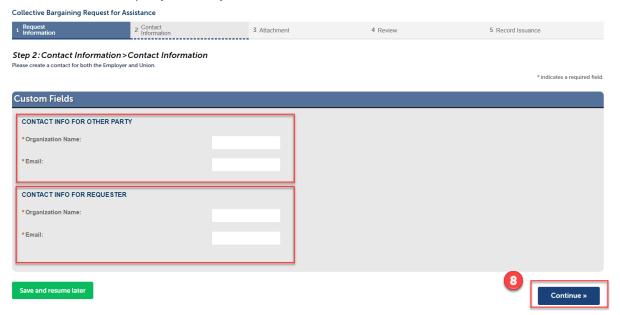
6. Click on 'Dispute' check the box 'Collective Bargaining Request for Assistance' and the 'Continue'



7. Click the box next to Non Union Grievance, add a description in the text box provided and click 'Continue'



8. 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'



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.



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.



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

