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OVERVIEW

Arbitrators currently on the FMCS roster will be provided with a username and a temporary password. If you are on the roster and do not receive this log in information, please contact the FMCS Arbitration Staff at (202) 606-5111.

The first time you log on to the website, you will be prompted to change your password. If you ever forget your password, there is a Forgot Password link on the login page that you can use to get a new temporary password.

MANAGE AVAILABILITY

To manage the dates for which you would not like to be considered for panel selection:

1. Click on the Availability link in the left navigation menu
2. Enter the start and end dates for the range of time you would like to be unavailable for panel selection and click Submit. You will now be excluded as a potential arbitrator for any panels created during this period of time
MANAGE AREA RESTRICTIONS

To manage the geographic areas, if any, for which you would not like to be considered for panel selection:

1. Click on the Area Restrictions in the left navigation menu
2. Select a state or a region and click the Add button to add that state/region to the list of areas for which you would not like to be considered for panel selection
MANAGE ORG/UNION RESTRICTIONS

To manage the organizations and/or unions, if any, for which you would not like to be considered for panel selection:

1. Click on the Org/Union Restrictions link in the left navigation menu
2. Click the Add button to search for a company or union and click on the item in the search results list and it will be added to the restrictions list
MANAGE ACCOUNT

To manage your account:

1. Click on the Manage Account link in the left navigation menu
2. Edit any of the information and click the Save button

MANAGE BIOGRAPHY

To manage your biography:

1. Click on the Manage Biography link in the left navigation menu
2. NOTE: Any information you alter on this page will not be reflected in your biography document until you separately edit your biography. You can download, edit and upload the edited document using the buttons on the bottom of the page.
MANAGE ISSUE EXPERIENCE

To manage your issue experience:

1. Click on the Issue Experience link in the left navigation menu
2. Make any appropriate changes to your issue experience and click the Save button
3. NOTE: Any changes you make on this page will not be reflected in your biography document until you separately edit the biography. You can download, edit, and upload a new document using the buttons on the Manage Biography page

MANAGE INDUSTRY EXPERIENCE

To manage your industry experience:

1. Click on the Industry Experience link in the left navigation menu
2. Make any appropriate changes to your industry experience and click the Save button
3. NOTE: Any changes you make on this page will not be reflected in your biography document until you separately edit the biography. You can download, edit, and upload a new document using the buttons on the Manage Biography page.

**PAY ANNUAL DUES**

To pay your annual dues to remain on the FMCS roster of arbitrators:

1. When your annual dues are due, you will see a notification at the top of the page.
2. Click on the **Pay Annual Dues** button to go to the annual dues payment page

3. Enter/edit your primary address and click the Make Payment button to complete the payment with Pay.Gov

4. Alternatively, you can also check the Pay For Second Address checkbox on to include a secondary address (This will incur an additional cost of $50 for a total of $200)

### PAY FOR A SECOND ADDRESS

If you have paid your annual dues only for a primary address and later wish to add a second address, you can do so by:

1. Click on the **Manage Biography** link in the left navigation menu

2. On the Manage Biography page, click on the **Pay for Second Address** button
3. Complete the payment. When payment is complete, the section for entering the Secondary Address will appear on the page.