CWA Aptify Link: portal-cwa.aptify.com

Please bookmark the CWA Aptify link or add it to your favorites by clicking the star icon on your web browser.

Need an Aptify Account?

If you need to request a new Aptify user account, please have your local/district/sector President fill out the New Aptify Account Request form by clicking HERE.
https://jkim3464.aidaform.com/new-aptify-user-account-request

Users Manual: cwa-union.org/aptify-manual

The Aptify manual is designed for local users and provides a step-by-step overview of basic tasks as well as quick reference sheets, screen grabs, and a glossary of terms:

The document is password protected, see “Emailing CWA HQ” below, if you need the password.

The manual is posted as a searchable PDF. You can also print a hard copy – just be aware that it’s 91 pages long and will be updated periodically.

Need Training?

To view the 2022 Aptify / Dues process and Microsoft Excel training schedule and sign up for training sessions, please fill out and submit the training form by clicking HERE.

CWA Resources & Learning Lab

We all experience the world in unique ways so there is variation in the ways we learn best. We developed the CWA Resources & Learning Lab for multiple learning styles - some people prefer to learn by hearing, some by seeing, others by doing, some by reading, and others by asking questions. Our goal is to present modules in concise and simple ways to help you grasp concepts and apply practical information.

CWA Resources & Learning lab modules:

1. Navigating Through Aptify
2. Search and Global Search
3. Access and Edit Member Records
4. Add Member Record
5. Committees and Officers
6. Dues Processing Inquiries
7. Aptify Reports Available
8. NABET-CWA Dues Processing
9. Sensitive Data Management
10. Additional Resources
   - Aptify user guide (comprehensive)
   - Aptify quick guides (individual topics)
   - Schedule a 1:1 session
   - Helpful contacts
The CWA Resources & Learning Lab includes videos, quizzes, and very useful outlines and guides you can print out and keep handy for quick reference. The CWA Resources & Learning Lab is accessible through your computer, tablet, or mobile device by login into your Aptify account. You can explore by clicking HERE: https://portal-cwa.aptify.com/Help.aspx

Dues Specialists

The following district and sector dues specialists/ coordinators have been trained in Aptify basics, and they are available to answer questions and provide general support. They are:

D1 (NJ): Tamara Suttle, tsuttle@cwa-union.org
D1 (NY): Nalini Droopad, ndroopad@cwa-union.org
D2-13 (DC, MD, VA & WV): Dee Tillman, dtillman@cwa-union.org
D2-13 (DE, PA): Monique Bitros, mbitros@cwa-union.org
D3: Mary Moran, mmoran@cwa-union.org
D4: Michelle Winter, mwinter@cwa-union.org
D6: Nicole Tupa, ntupa@cwa-union.org
D7: Allison Knoke, aknoke@cwa-union.org
D9: Natalie Bullo, nbullo@cwa-union.org
IUE: Brittnie Watts, bwatts@cwa-union.org
NABET: Jodi Fabrizio-Clontz, jfabrizi@cwa-union.org
TNG: Marian Needham, mneedham@cwa-union.org
AFA: Kevin Creighan, kcreighan@cwa-union.org

Super Users

The following people were trained by CWA as “super users” of the Aptify system. They are willing to help their fellow locals get going on the new system!

CWA Local 1180: Gloria Middleton, gmiddleton@cwa1180.org
CWA Local 1036: Patti Tiernan, ptiernan@cwa1036.org
CWA Local 13500: Mary Lou Schaffer, cwa13500exec@hotmail.com
CWA Local 3640: Darla Meyer, darla3640@yahoo.com
CWA Local 4204: Amy Blaisdell, secretary@cwa4202.org
CWA Local 6215: Anita Learned, alearned@cwa6215.org
CWA Local 7019: Sue Head, shead@cwa7019.org
CWA Local 7026: Cecilia Valdez, cmvaldez@cwa7026.com
CWA Local 9119 (UPTE): Shanna Vela, treasurer@upte-cwa.org
CWA Local 9416: Ryan Castro, rcastro@cwa-9416.org
TNG-CWA Local 37002, Minnesota News Guild: Marilyn Clemens, marilyn@mnguild.org
NABET-CWA Local 51011: Elise Roth, eroth@nabetlocal11.org
NABET-CWA Local 51021: Patrick Tubiolo, TVTECH@aol.com
IUE-CWA Local 81201: Nefty Alvarez, nalvarez@local201iuecwa.org

Emailing CWA HQ

If you are having trouble with your log-in, email AptifySupport@cwa-union.org
If you have specific dues questions, including questions about local advances or settlement, or if you need to request a local or PU transfer, email duesquestions@cwa-union.org
For issues related to Convention credentials, email cwacredentials@cwa-union.org
For other questions, including inquiries about Aptify training, email SToffice@cwa-union.org

Have an Aptify question or need additional assistance?

If you have a question or need some assistance, you may do the following:

- Contact your Dues Specialist: cwa-union.org/for-locals/local-membership-and-dues
- Send an email to aptifysupport@cwa-union.org.

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