# Online PSM Refresher Instructions

https://portal.unionlogic.net/lu420/

Once in Member portal you must register.
Enter your e-mail address and confirm
Create your password and confirm
Enter the last 4 digits of your social security number
Create a security question and an answer
Enter your UA card number
Click register now.

Once logged in, scroll to the My Profile drop down and click on Register for On-Line Courses
Currently PSM is the only Registration available On-Line
Click Register

Once registered, Click Launch to start the refresher

You will navigate through the same Power point that is used in the classroom setting. Simply follow the directions on the screens and your results will automatically be in the Training Center's data base and sent to Palm Built-Rite the next business day as we normally do.

Due to some of our customers NOT being tied into the Palm Built-Rite data base, update stickers will be mailed to your residence if you choose to refresh on line. Please allow 5 business days to receive your sticker and please be sure that our Union Administration has your current address.

*If you do your refresher over a weekend or on a Holiday your results will be emailed to Built-Rite on the next Business day of that week. Please plan accordingly.*

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