CWA On-Line Credentials Instructions - 2014

This on-line system will replace filling out the credential forms and demographics card. Once a local has entered credentials information on-line, a print-image of the credential will be emailed back to the local to be printed.

Basic Requirements:

1. On-line access to the Internet.
2. Valid email address of local for receiving documents.
3. Acrobat Reader to print PDF files.

If you do not have Acrobat Reader you can download a free reader from
www.adobe.com/products/acrobat/readstep2.html

Usage Requirements:

- Before you use the system the first time, be sure you have the valid email address of the local. You will also be asked to confirm the city & state location of your local which will be printed on **ALL** delegate & alternate badges. The email address and badge city/state will only be requested once.
- Before you start to enter credential information be sure you have the delegates full name and address along with the last 4 digits of their SSN, their demographics and designations of chair or delegate for convention and all bargaining units. You will also need any alternate delegate information at the time you are entering the credential.
- You must also enter your Local President's name and Local Secretary's name at the bottom of the credential. This is a mandatory field.

Results:

- Once you have submitted credential information via on-line system, CWA Secretary/Treasurer's office will send you an email with two attachments. (Local and Delegate copies).
- Each attachment must be printed and delegates should bring their copy to convention.
- **You DO NOT need to mail a copy back to CWA Headquarters.**

  Note for AOL Users: Use AOL 8.0 or higher to properly receive multiple attachments.

The following is a worksheet you should duplicate and use to prepare the information prior to entering on-line.

Once a credential has been submitted it CAN NOT be changed on-line. All changes must be in writing to CWA Secretary/Treasurer's Office or email to CWAcredentials@cwa-union.org

Any questions regarding credentials should be directed to our Credentials Line at 202-434-1231 or CWAcredentials@cwa-union.org

Delegate/Alternate On-Line Worksheet

DELEGATE INFORMATION:
*First Name: _____ Middle Init: ____*Last Name: _____

*Last 4 SSN: _____ **Nick Name on Badge if not First Name**: _____

*Street: _____ *City: _____ *State: ____ *Zip: _____

Email Address: _____ o - Chairperson   o - Delegate

Optional Demographics: Age   Ethnic Origin   Sex
                                o - Under 21   o - White   o - Male
                                o - 21-30   o - Black   o - Female
                                o - 31-40   o - Hispanic
                                o - 41-50   o - Asian
                                o - 51-60   o - American Indian
                                o - Over 61   o - Other

      First Time Delegate: o -Yes o -No   # Prior Conventions-_____

ALTERNATE INFORMATION (if any):

First Name: _____ Middle Init: ____Last Name: _____

Last 4 SSN: _____ **Nick Name on Badge if not First Name**: _____

Street: _____ City: _____ State: ____ Zip: _____

Email Address: _____

LOCAL INFORMATION
 *Local President Name: _____
 *Local Secretary Name: _____

      * Denotes Mandatory Field

Getting On-Line: You access CWA On-Line Credentials System by going to web address of:
www.Locals.CWA-Union.Org

Logging In:

On the Login Screen you must enter your CWA local number. It will be in the format of **xxx-xxx.**
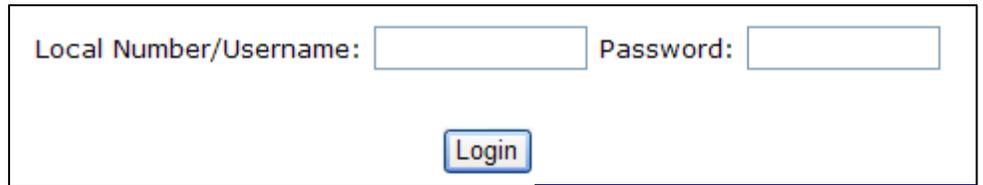
Local Number/Username: [   ]   Password: [   ]

Login

| Credentials |

Once logged in, click on "Credentials" on the blue menu bar.

Initial One Time Setup:

The first time you use the system, you must enter a valid email address in the box provided to receive your completed credential forms as submitted for printing. Please input the full email address including the "@" followed by the name of the service provider. If you fail to input an email address it will not let you proceed. You should also verify the City & State noted in the next box. This will print on ALL delegate & alternate badges for your local.
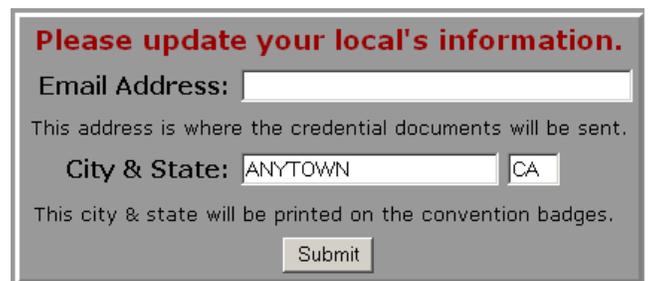
Please update your local's information.
Email Address: [   ]
This address is where the credential documents will be sent.
City & State: [ANYTOWN] [CA]
This city & state will be printed on the convention badges.
Submit

Welcome Screen:

Once logged-in you will be presented with the Welcome screen that shows your Local Votes, the Number of allowed Delegates and number of Credentials you have already Submitted. From this screen you can "Create New Credentials", "Review Submitted Credentials" or "Logout" of the system.

Local 05432
ANYTOWN CA
richard@vanelgort.com

Local Votes: **1150**
Delegates Allowed: **4**
Credentials Submitted: **2**

Create New Credentials   Review Submitted Credentials

Logout

Create New Credentials:

The Credential input screen is shown on the next page. It will be easier to enter all of the correct fields if you have previously filled out the provided worksheet. (Duplicate as many as you need)

The **mandatory** field names will be displayed in Red on the screen.

Please note before you proceed that you must fill out the credential for the chairperson of your local's Delegation first. The on-line system is programmed to designate the first credential as "Chairperson." You will receive a warning before you click on the designation.

Delegate information ────────

Demographic information
Is entered by using the pull-down fields indicated.

If delegate has an alternate, enter information into the specified fields.

Next you enter local president and secretary name.

At the very bottom of the form will be the Submit,
Reset and Main Menu buttons. The Submit will verify mandatory information and if all is OK, will update the database. The Reset will clear all of the fields so you can reenter all of the information or forget you started this entry.

WARNING: Please verify & review the data before you press the SUBMIT button. You will not be allowed to change the information on-line once you have pressed the SUBMIT. Any changes after you SUBMIT, must be in writing to CWA Secretary-Treasurer's Office by emailing to CWAcredentials@cwa-union.org.

This screen is displayed after you submit a credential…

Credential for ____ ____ successfully added.
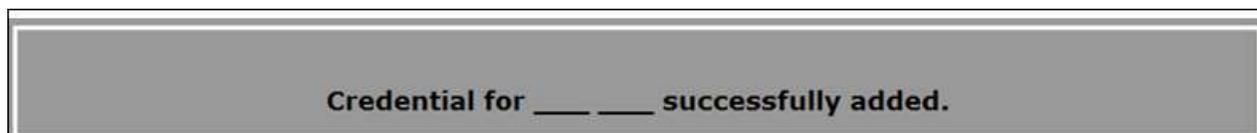
Reminder: Each Delegate will need to bring Photo ID with them to convention for verification purposes

For Information on how to use the on-line system or questions on submitted credentials call 202-434-1231 or email CWAcredentials@cwa-union.org.

CWA Credentials On-Line: Credential Screen

DELEGATE INFORMATION
First Name   M   Last Name   Last 4 of SSN   Name for Badge/Nickname
Street   City   State   Zip
Email Address   ○ Chairperson

NOTE: YOUR FIRST CREDENTIAL MUST BE THE CHAIRPERSON!

* Items in red are required!

OPTIONAL DEMOGRAPHIC INFORMATION
Age   Ethnic Origin   Sex   First Time Delegate   Prior Conventions
[Select ▾] [Select ▾] [Select ▾] [Select ▾] If no, how many have you attended [ ]

ALTERNATE INFORMATION
First Name   M   Last Name   Last 4 of SSN   Name for Badge/Nickname
Street   City   State   Zip
Email Address

LOCAL INFORMATION
Local President Name [ ]
Local Secretary Name [ ]

[Submit] [Reset]
[Main Menu]

4