

CWA On-Line Credentials Instructions - 2017

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. Your password that was sent to the local on the convention voting strength letter.
3. Valid email address of local for receiving documents.
4. 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: _____ - Chairperson - Delegate

Optional Demographics:	Age	Ethnic Origin	Sex
	<input type="radio"/> - Under 21	<input type="radio"/> - White	<input type="radio"/> - Male
	<input type="radio"/> - 21-30	<input type="radio"/> - Black	<input type="radio"/> - Female
	<input type="radio"/> - 31-40	<input type="radio"/> - Hispanic	
	<input type="radio"/> - 41-50	<input type="radio"/> - Asian	
	<input type="radio"/> - 51-60	<input type="radio"/> - American Indian	
	<input type="radio"/> - Over 61	<input type="radio"/> - Other	

First Time Delegate: -Yes -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: _____

DISTRICT & BARGAINING UNIT DESIGNATIONS (Only applicable units will appear on-line)

District	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
RBOC	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
AT&T	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Lucent	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Telecom	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Public Wrkrs	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Verizon West	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Passenger Srv	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither
Avaya	<input type="radio"/> - Chairperson	<input type="radio"/> - Delegate	<input type="radio"/> - Neither

LOCAL INFORMATION

*Local President Name: _____

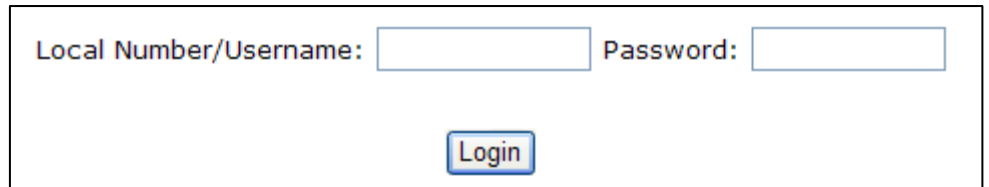
*Local Secretary Name: _____

* Denotes Mandatory Field

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

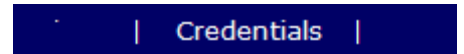
Logging In:

On the Login Screen you must enter your CWA local number. The Password is found on your CWA Voting Strength letter. It will be in the format of **xxx-xxx**.



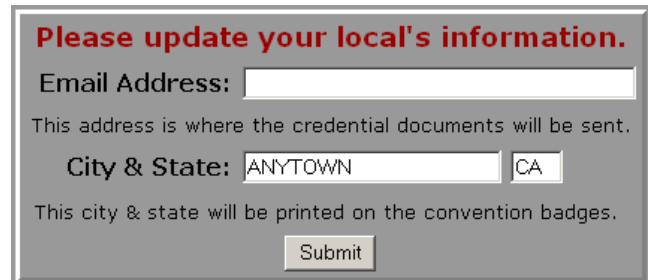
Local Number/Username: Password:

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:

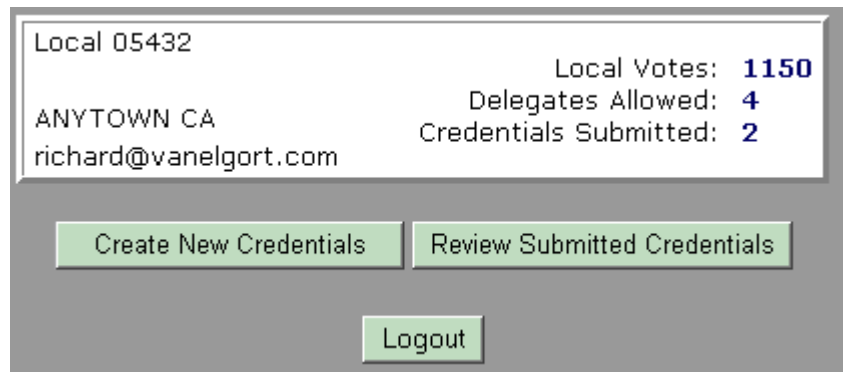
This address is where the credential documents will be sent.

City & State:

This city & state will be printed on the convention badges.

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	Local Votes: 1150
ANYTOWN CA	Delegates Allowed: 4
richard@vanelgort.com	Credentials Submitted: 2

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.

CWA Credentials On-Line: Credential Screen

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 designate whether
this delegate will attend the
district, sector, bargaining unit
meetings as chairperson,
delegate or neither.

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.

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

DISTRICT/SECTOR/NATIONAL UNITS/BARGAINING UNIT MEETINGS
District Chairperson Delegate Neither
AT&T Chairperson Delegate Neither
Public Workers Chairperson Delegate Neither

LOCAL INFORMATION
Local President Name
Local Secretary Name

Submit Reset
Main Menu

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.
Completed credential form will be emailed to the local within a few days.
To continue adding more delegates click 'Main Menu' below. DO NOT CLICK BACK!

Review Submitted Credentials:

If you request to “Review Submitted Credentials”, a list of all of the credentials you have submitted will show the Delegate name along with any Alternate Name. It will also show if the print-image of the credential was emailed to the local. If there is no email sent date shown, there is no reason to call CWA Headquarters because they have not processed the submissions yet.

If there is a date in the “Email Sent Date” field and you have not received your email, you should verify your email address after checking SPAM Filters or proceed with the “Print Credential” button explained below.

Credential #	Submitted Date	Email Sent Date	Delegate Name	Alternate Name
9	05/17/2004	05/17/2004	THOMAS JONES	SALLY SMITH
11	05/17/2004	05/17/2004	JOHN SMITH	

If you wish to review the complete details of any credential you have submitted, just click on the underlined Credential Number shown on the left side of any line for a full display of all the data.

There is a ‘Print Credential’ button that can be used to re-print the image of the credential that was emailed to your local.

DELEGATE INFORMATION
IMMA DELEGATE
400 MAIN STREET
ANYTOWN CA 90000
IMMA1234@SBCGLOBAL.NET
Badge Name:
Last 4 SSN: 1234
Chairperson/Delegate: Delegate

Credential Submitted Date: 05/07/2010
Credential Number: 4
Credential Emailed: In Process
Credential Emailed to Local Date:

OPTIONAL DEMOGRAPHIC INFORMATION
Age: Not Specified
Ethnic: Not Specified
Sex: Not Specified
First Time: Not Specified
Prior Conventions:

ALTERNATE INFORMATION

Badge Name:
Last 4 SSN:

Any changes must be in writing to CWA Secretary-Treasurer.

[Print Credential](#)

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.