CWA On-Line Credentials Instructions - 2020

This on-line system will replace filling out the credential forms and demographics card.

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 https://get.adobe.com/reader/

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.

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: ________________________________  

<table>
<thead>
<tr>
<th>Optional Demographics</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>o - Under 21</td>
<td>o - White</td>
<td>o - Male</td>
</tr>
<tr>
<td>o - 21-30</td>
<td>o - Black</td>
<td>o - Female</td>
</tr>
<tr>
<td>o - 31-40</td>
<td>o - Hispanic</td>
<td></td>
</tr>
<tr>
<td>o - 41-50</td>
<td>o - Asian</td>
<td></td>
</tr>
<tr>
<td>o - 51-60</td>
<td>o - American Indian</td>
<td></td>
</tr>
<tr>
<td>o - Over 61</td>
<td>o - Other</td>
<td></td>
</tr>
</tbody>
</table>

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**

*If you do not know your login credentials, email cwacredentials@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**.

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.

**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.

**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...


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.