

# CWA On-Line Credentials Instructions - 2018

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  
[www.adobe.com/products/acrobat/readstep2.html](http://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.

**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](mailto:CWAcredentials@cwa-union.org)**

**Any questions regarding credentials should be directed to our Credentials Line at 202-434-1231 or [CWAcredentials@cwa-union.org](mailto: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: \_\_\_\_\_

## LOCAL INFORMATION

\*Local President Name: \_\_\_\_\_

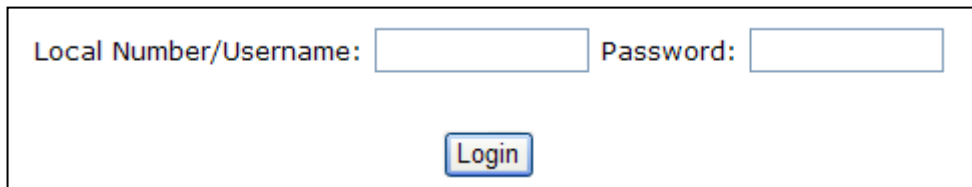
\*Local Secretary Name: \_\_\_\_\_

\* 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**.



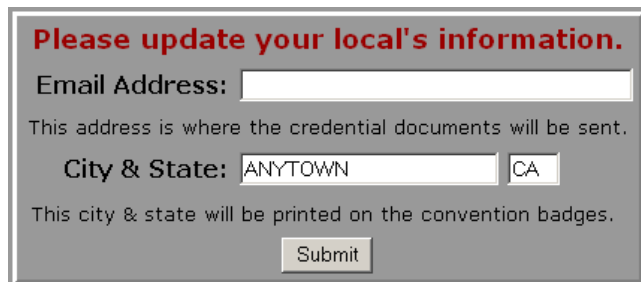
Local Number/Username:  Password:

| 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:

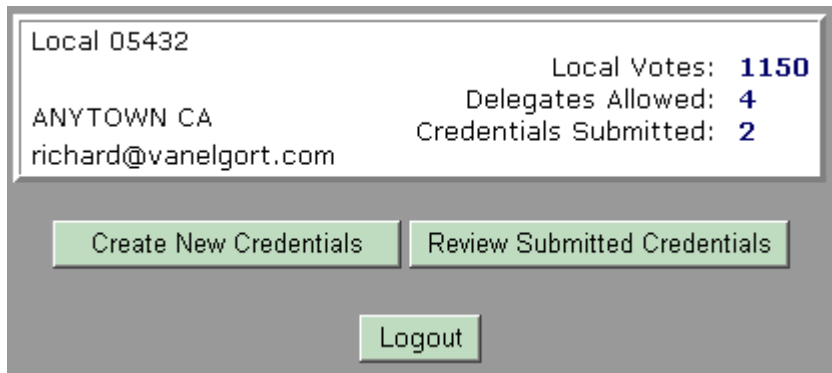
This address is where the credential documents will be sent.

City & State:

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**  
 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

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.

You can contact the Hyatt Regency Capitol Hill Hotel to make your hotel reservations at <https://aws.passkey.com/go/CWA2018>

If you also plan to attend the LP conference note that the conference dates are June 12 through June 13th.

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.