



Bulk Credential Instructions

AFSCME now has an option to digitally upload local delegate and alternate credential forms in bulk from a spreadsheet template. If your local has many credentials to enter, you may find this process more efficient than completing paper or electronic credential forms one by one.

Before You Begin

- ★ Please familiarize yourself with pages 8 and 9 of the Convention Call Booklet for an understanding of the information to be provided.
- ★ If you have any questions or concerns about the digital credentials process, please call 202-429-8400 or email us at digitalcredentials@afscme.org
- ★ **Submit Your Electronic Credential(s) no later than July 28, 2026 11:59 p.m. ET.**

Instructions

1. Log In

In your browser, navigate to <https://digital-credentials.afscme.org/>

To log in, enter your local's unique access code.

You can find this 5-digit code to the right of the address label on your Convention Call materials.

If for any reason you need a replacement code, please call 202-429-8400.

Enter your access code to continue

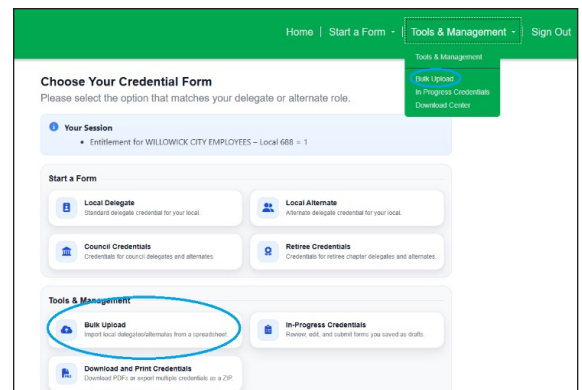
President LOC 3333
Victor Rodriguez
11 Weber Dr
Springfield 99999

1
11107

2. Download Template

Under 'Tools & Management,' navigate to the 'Bulk Upload' option.

From there, select the button to download the .xlsx template appropriate to the data you will be entering. Local Delegates and Local Alternates must be entered and uploaded separately.



3. Enter Your Data

Open the downloaded template and complete one row for each delegate or alternate.

AFSCME member IDs are required for each delegate. To find or verify a member's AFSCME member ID, use the member lookup tool: <https://lookup.member.afscme.org/>.

Exactly one member in your delegation should be marked with "Y" in the "Chairperson" column. For alternates, remember to enter their priority numbers.

Enter the names and emails for the President and Secretary of your local in every row. This is needed to send invitations to electronically sign the generated forms and is required for the credentials to be processed. Please input your own information in the three columns at the end: Submitter Name, Submitter Phone, and Submitter Email.

For each delegate, complete the election columns as indicated, according to the delegate's method of election:

Elected Delegate:

Delegate elected by membership:

Enter the election date under "Elected by Membership Date" and "N" under "Automatic Delegate."

Delegate elected by Executive Board or Delegate Assembly:

Enter the election date under "Elected by Board or Delegate Assembly Date" and "N" under "Automatic Delegate."

Automatic Delegate:

Officer Elected by Membership:

Enter "Y" under "Automatic Delegate," the officer's title under "Position Held", and their election date under "Officer Election by Membership Date."

Elected by Executive Board or Delegate Assembly:

Enter "Y" under "Automatic Delegate," the officer's title under "Position Held," and their election date under "Officer Election by Exec Board Date."

* Delegates not elected by secret ballot and any who were elected by the Executive Board or the Delegate Assembly are not eligible to vote in the election of International Officers. All delegate elections must be held on or after April 19, 2026, unless an affiliate meets less than quarterly.

4. Save and Upload

Once you have completed entering each delegate you wish to enter, save the spreadsheet to a file (use .xlsx format), and return to the bulk upload page: <https://digital-credentials.afscme.org/Bulk-Upload/>

Choose your file, and click 'Import Delegates.' If there are any missing fields, an error message will appear to explain what fields are missing.

Upload Completed Excel File

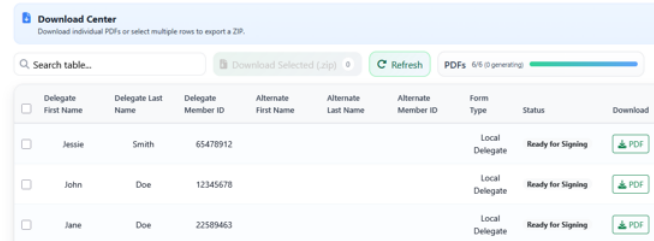
Local Delegates 2026.xlsx

If you have alternates to upload, repeat steps 2 through 4 using the template for Local Alternates.

5. Final Steps

After a successful upload, your Local Union officers will receive emails with instructions to digitally sign the credentials. The system will automatically forward the uploaded credential data to the National Union for processing.

You can view previously uploaded forms in the Download Center. Be sure to save copies for your records. The national union will have copies as well.



The screenshot shows the 'Download Center' interface. At the top, there is a header with the title 'Download Center' and a subtitle 'Download individual PDFs or select multiple rows to export a ZIP.' Below the header, there is a search bar labeled 'Search table...', a 'Download Selected (.zip)' button, a 'Refresh' button, and a progress indicator showing 'PDFs 6/6 @ generating' with a green progress bar. The main content is a table with the following columns: Delegate First Name, Delegate Last Name, Delegate Member ID, Alternate First Name, Alternate Last Name, Alternate Member ID, Form Type, Status, and Download. The table contains three rows of data, all with a status of 'Ready for Signing' and a 'Download PDF' button.

<input type="checkbox"/>	Delegate First Name	Delegate Last Name	Delegate Member ID	Alternate First Name	Alternate Last Name	Alternate Member ID	Form Type	Status	Download
<input type="checkbox"/>	Jessie	Smith	65478912				Local Delegate	Ready for Signing	Download PDF
<input type="checkbox"/>	John	Doe	12345678				Local Delegate	Ready for Signing	Download PDF
<input type="checkbox"/>	Jane	Doe	22589463				Local Delegate	Ready for Signing	Download PDF

Note: Until a credential has received signatures from both officers, its status will be listed as 'Ready for Signing'. Once signed, the status will change to 'Completed'.