



Council Digital Credential Instructions

Delegates to AFSCME's International Convention now have the option of completing and submitting credentials online. You may find this process more efficient than completing paper credentials and returning them via traditional mail.

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 council'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.

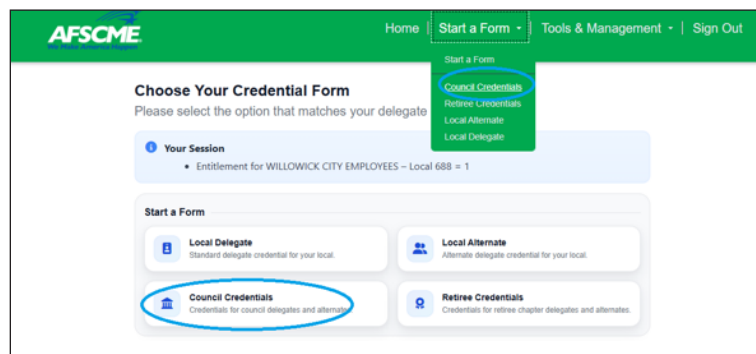
Enter your access code to continue

President LOC 3333
Victor Rodriguez
11 Weber Dr
Springfield 99999

1
11107

2. Select Council Credentials

Under 'Start a Form,' navigate to the 'Council Credentials' option.



3. Delegate/Alternate Information

Input the delegate and alternate info in the fields and click 'next' at the bottom right. If you do not have an alternate, leave the alternate information blank.

You can verify a member's AFSCME Member ID with this lookup tool: <https://lookup.member.afscme.org/>

Delegate / Alternate | Affiliates | Method of Elections | Signatures | Submitter Information

Delegate

Delegate's First Name: * Diane
Delegate's Last Name: * Aguilar
AFSCME Member ID: * 12345678
Member Lookup Tool

Alternate

Alternate's First Name: Lee
Alternate's Last Name: Washington
AFSCME Member ID: 789458612
Member Lookup Tool

4. Affiliates

In the fields labeled "Member is in good standing...", enter the local number(s) of which the delegate and alternate (if applicable) are a member.

Underneath, enter the council number.

Delegate / Alternate ✓ | Affiliates | Method of Elections | Signatures | Submitter Information

Delegate's Local #: *
Is a member in good standing as of April 30, 2026
555

Alternate's Local #:
Is a member in good standing as of April 30, 2026
666

Delegate's Council #: *
Member is a delegate representing
11

Alternate's Council #:
Member is an alternate representing
11

5. Method of Election

Check the boxes as appropriate to indicate the method(s) by which the delegate and alternate (if applicable) were elected, then enter the dates of election and positions held (if applicable).

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. Delegate elections must be held on or after April 19, 2026, unless the affiliate meets less than quarterly.

1.) Delegate Elections

A.) Officer Elected by Membership
 B.) Elected by Executive Board or Delegate Assembly*

Date of Election: 4/27/2026
Date of Election: M/D/YYYY

1.) Automatic Delegate
Automatic Delegate per Council Constitution

A.) Officer Elected by Membership
 B.) Elected by Executive Board or Delegate Assembly*

Position Held:
Date of Election: M/D/YYYY

2.) Alternate Elections

A.) Officer Elected by Membership
 B.) Elected by Executive Board or Delegate Assembly*

Date of Election: M/D/YYYY
Date of Election: M/D/YYYY

2.) Automatic Alternate
Automatic Alternate per Council Constitution

A.) Officer Elected by Membership
 B.) Elected by Executive Board or Delegate Assembly*

Position Held: President
Date of Election: 4/27/2026
Date of Election: M/D/YYYY

Previous Next

6. Signatures

Enter the names and email addresses of your council's president and secretary.

If these officers are present, have them sign in the spaces provided. Be sure to click "confirm signature" to save it.

If an officer is not present to sign, an email will be sent to them with instructions to complete their electronic signature later.

Delegate / Alternate ▾ Affiliates ▾ Method of Elections ▾ Signatures Submitter Information

Please Print Secretary's Name: *
Jeff Marks

Secretary's Email: *
jmarks567894152355@gmail.com

Secretary Signature:

Please Print President's Name: *
Silas Washington

President's Email: *
swashington3652560852@gmail.com

President Signature:

Previous Next

7. Submitter Information

As the preparer of the form, enter your own contact information here.

Delegate / Alternate ▾ Affiliates ▾ Method of Elections ▾ Signatures ▾ Submitter Information

Submitter Name: *
Your Name Here

Submitter Email: *
YourEmail@gmail.com

Submitter Phone: *
555 555 5555

Previous Submit

8. All Done!

After a successful submission, the system will automatically forward the credentials to the National Union for processing.

You can access previously submitted forms in the Download Center. **Be sure to save copies for your records.**

Download Center
Download individual PDFs or select multiple rows to export a ZIP.

Search table... Download Selected (zip) 0 Refresh PDFs 6/6 (0 generating)

<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	PDF
<input type="checkbox"/>	John	Doe	12345678				Local Delegate	Ready for Signing	PDF
<input type="checkbox"/>	Jane	Doe	22589463				Local Delegate	Ready for Signing	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'.

See You at Convention!