



Local Alternate 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 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.

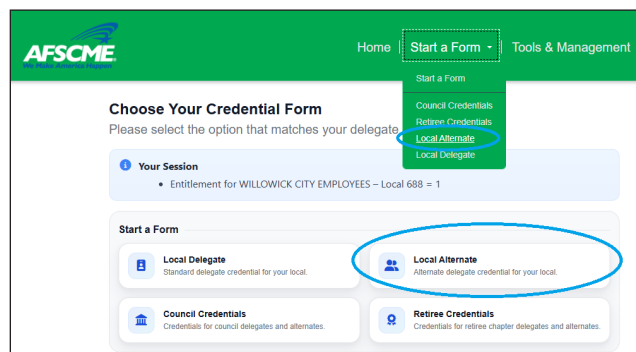
Enter your access code to continue

President LOC 3333
Victor Rodriguez
11 Weber Dr
Springfield 99999

1
11107

2. Select Local Alternate

Under 'Start a Form,' navigate to the 'Local Alternate' option.



3. Alternate

Input the alternate delegate's info in the fields and click 'next' at the bottom right.

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

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Please complete all required fields below to submit your alternate information. Your submission helps ensure proper representation at the upcoming convention. Please note, all fields marked with a red asterisk (*) are required.

Alternate | Affiliates | Method of Alternate's Election | Signatures | Submitter Information

Alternate Delegate Priority Number: * 1

First Name: * Deborah

Last Name: * Washington

AFSCME Member ID: * 12345678

[Member Lookup Tool](#)

4. Affiliates

In the field labeled "Member is in good standing...", enter the local number of which the alternate is a member.

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Local #: *
Member is in good standing as of April 30, 2026 and is representing

555

Previous Next

5. Method of Alternate's Election

Check the box indicating the method by which the alternate was elected, then enter the date of election and position 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.

Method of Delegate's Election

Select one of the four options below to describe the method by which the member was selected as a Delegate.

*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.

Alternate | Affiliates | Method of Alternate's Election | Signatures | Submitter Information

1.) Alternate Elections

A.) Elected by Membership

B.) Elected by Executive Board or Delegate Assembly*

Date of Election: 4/25/2026

Date of Election: M/D/YYYY

Position Held:

2.) Automatic Alternate

Automatic Alternate per Local Union Constitution

A.) Officer Elected by Membership

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

Date of Election: M/D/YYYY

Date of Election: M/D/YYYY

6. Signatures

Enter the names and email addresses of your local'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.

The screenshot shows the 'Signatures' tab of the AFSCME form. It contains two columns of input fields. The left column is for the Secretary, with fields for 'Please Print Secretary's Name' (filled with 'Keith Rogers'), 'Secretary's Email' (filled with 'krogers55878468156@gmail.com'), and a 'Secretary Signature' box containing a handwritten signature. The right column is for the President, with fields for 'Please Print President's Name' (filled with 'Jessica Simms'), 'President's Email' (filled with 'jsims9632656514@gmail.com'), and a 'President Signature' box containing a handwritten signature. At the bottom right, there are 'Previous' and 'Next' buttons.

7. Submitter Information

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

The screenshot shows the 'Submitter Information' tab of the AFSCME form. It contains three input fields: 'Submitter Name' (placeholder: 'Your Name Here'), 'Submitter Email' (placeholder: 'YourEmail456748912345555@gmail.com'), and 'Submitter Phone' (placeholder: '555 555 5555'). At the bottom right, there are 'Previous' and 'Submit' buttons.

8. All Done!

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

If you have additional alternates to submit, repeat steps 2 through 7. If you have other types of delegates to register, select them from the main menu.

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

The screenshot shows the 'Download Center' interface. At the top, there is a search bar and a 'Download Selected (.zip)' button. Below is a table with columns for 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 six rows of data, all with a status of 'Ready for Signing'. A 'PDFs: 6/6 (0 generating)' indicator is visible at the top right of the table area.

Delegate First Name	Delegate Last Name	Delegate Member ID	Alternate First Name	Alternate Last Name	Alternate Member ID	Form Type	Status	Download
Jessie	Smith	65478912				Local Delegate	Ready for Signing	PDF
John	Doe	12345678				Local Delegate	Ready for Signing	PDF
Jane	Doe	22509463				Local Delegate	Ready for Signing	PDF
Robert	Brown	65448855				Local Delegate	Ready for Signing	PDF
Thomas	Washington	75644239				Local Delegate	Ready for Signing	PDF
Samantha	Ellis	99666542				Local	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!