



Local 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.

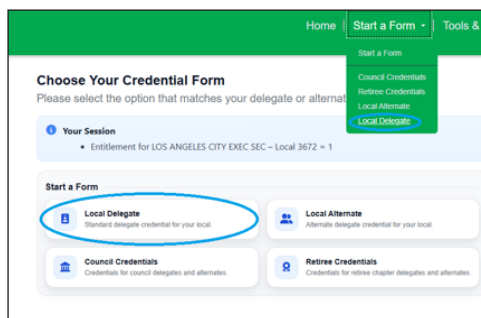
Enter your access code to continue

President LOC 3333
Victor Rodriguez
11 Weber Dr
Springfield 99999

1
11107

2. Select Local Delegate

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



3. Delegate Information

Input the delegate's info in the fields and click 'next' at the bottom right. One member in your delegation should be designated as the chairperson.

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

4. Affiliates

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

The second field is only necessary if the delegate is not a member of your local and the local union has elected the delegate from another local union or council within the same jurisdiction to represent it at the Convention. This is often called a proxy delegate.

If this is the case, under "Member is a Delegate representing," enter the number of the local union whose membership voted to send another delegate to represent it at the Convention.

5. Method of Delegate'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.

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 form. It contains two columns of input fields. The left column is for the Secretary and the right column is for the President. Each column has three fields: a name field, an email field, and a signature field. The Secretary's name is 'Jeff Marks', email is 'waterM5123456789@gmail.com', and signature is a handwritten mark. The President's name is 'Jessica Winters', email is 'jessicaW87456321444@gmail.com', and signature is a handwritten signature.

7. Submitter Information

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

The screenshot shows the 'Submitter Information' tab of the form. It contains three input fields: 'Submitter Name' with the placeholder 'Your Name Here', 'Submitter Email' with the placeholder 'yourEmail456222999@gmail.com', and 'Submitter Phone' with the placeholder '555 999 4545'. There are 'Previous' and 'Submit' buttons at the bottom right.

8. All Done!

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

If you have additional delegates to submit, repeat steps 2 through 7. If you have alternates to enter, select "Local Alternate" 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. It has a search bar, a 'Download Selected (.zip)' button, and a 'Refresh' 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. There are three rows of data, each with a checkbox and a PDF download icon.

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

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!