

Registration instructions for Elected Officials Essentials

AWC's Elected Officials Essentials takes place on December 2, 2017. The event is open to any elected or appointed official or staff from member cities.

Before November 7, only seated elected officials and unopposed candidates should register.

After November 7, incoming elected officials may register.

Steps to register an incoming elected official or new user (all others skip to step 2).

Step 1: Create new user account.

Go to the AWC login webpage awcnet.org/LogIn.aspx. Scroll down to "New user?" and click "new user profile here."

AWC
ASSOCIATION
OF WASHINGTON
CITIES

Advocacy Training & Education Data & Resources Health & Benefits Property & Liability

Login

AWC's website login

After you log in, you will be able to navigate to:

- Event registration
- Certificate of Municipal Leadership community service application
- Member Pooling Programs board materials and member only content
- Restricted HR and labor relations publications
- Washington City & County Salary Survey, the contract and arbitration decisions database, Tax & User Fee data, and eWellCity

For individuals covered by an AWC Employee Benefit Trust medical plan, and wishing to access individual health and benefit information, visit [AWC Health Central](#).

For associate member information click [here](#).

Username:

Password:

Login

Forgot your username or password?
Please email awctechnsupport@awcnet.org.

New user?
If you are a new user, please create a [new user profile here](#). Need assistance? Contact [AWC Tech Support](#).

Step 2: Register for Elected Officials Essentials.

Log in to your AWC account, then navigate to the Elected Officials Essentials webpage.

Click the registration link for selected location.

Confirm badge information is correct.

Enter a small city or RMSA scholarship/discount code if applicable (check with city clerk for eligibility).

Click "Proceed to checkout" to review and confirm order, then click "Checkout."

Select payment type. If AWC should invoice the city/company, select "Bill me later."

Click "Complete order." Print the confirmation receipt and/or send it via email.

Fill out the information and find city name in the drop-down list. Make note of your login information.

Click "Submit."