

# Public User Sign Up

- We've changed this feature so that people who sign up will get an email confirmation that they need to acknowledge before their registration is complete.
- It's very easy to sign someone up if you know what boards, agencies, or regulations they are interested in.

# How to Sign Up a Public User

The screenshot shows the Virginia Regulatory Process website. On the left is a green sidebar with a navigation menu. The main content area on the right contains several sections: 'What is this site?', 'Public comment forums', 'Recent Activity', 'About Virginia's regulatory process', 'Email notification service', and 'Additional resources'. The 'Email notification service' section is highlighted with a red rectangular box. The 'Sign up' link in the sidebar is also highlighted with a green background.

**Home**

**Find a Regulation**

**Regulatory Activity**

**Actions Underway**

**Petitions**

**Legislative Mandates**

**Periodic Reviews**

**General Notices**

**Meetings**

**Guidance Documents**

**Comment Forums**

**Sign in**

**State Agency**

**Registered Public**

**Sign up**

**What is this site?**  
A source of information about proposed changes to Virginia's regulations, including a meetings calendar and board minutes. This site also facilitates public participation through online comment forums and an email notification service.

**Public comment forums**  
[41 open comment forums](#), [5 of which have some comments](#), [8 opened in the last week](#)

**Recent Activity**

- [8 regulatory changes published in the most recent Virginia Register \(8/8/2016\)](#)
- [16 regulatory changes scheduled to be published in the Virginia Register](#)
- [5 board meetings scheduled for today](#)
- [49 Regulatory changes became effective in the last 90 days](#)

**About Virginia's regulatory process**  
[FAQs about rulemaking](#)

**Email notification service**  
**Register as a public user - Receive emails when regulatory actions or meetings are posted for the agencies, boards, or regulations you select!**

**Additional resources**  
[Town Hall User Manual](#)   [Links to other sites](#)   [User Comment Policy](#)

■ [Governor McAuliffe's Executive Order 17 Governing the Review of State Regulations](#)  
*Published July 2014*

■ [Governor Gilmore's Executive Order 58 on impact of regulations on families](#)  
*Published October 1999*

# Step One: Complete as many fields as possible

## Register as a Town Hall public user

Town Hall services are free to all users. Registration allows you to sign up for email notification of regulatory actions and meetings. For details about the confidentiality of your information, see our [privacy policy](#).

Note: You must be at least 13 years old to register to use the Town Hall website.

You can unregister and remove your account from the Town Hall website at any time.

Email address	Re-type Email address		
<input type="text" value="susiesmith@yahoo.com"/>	<input type="text" value="susiesmith@yahoo.com"/>		
Password	Re-type Password		
<input type="password" value="*****"/>	<input type="password" value="*****"/>		
Your password must be at least 6 characters and is case sensitive.			
First Name	Middle Initial	Last Name	Suffix
<input type="text" value="Susie"/>	<input type="text" value="S"/>	<input type="text" value="Smith"/>	<input type="text" value=""/>
<b>The following fields are optional.</b>			
If you express concern about a regulation in the Town Hall public comment forums, this information may be used to respond to your concern.			
Title			
<input type="text" value="President"/>			
Organization			
<input type="text" value="We Love Chocolate"/>			
Address			
<input type="text" value="123 Nestle Way"/>			
<input type="text" value=""/>			
City	State	Zip Code	
<input type="text" value="Hershey"/>	<input type="text" value="VA"/>	<input type="text" value="12345"/>	
Telephone		Second Telephone	
<input type="text" value=""/>		<input type="text" value=""/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

# Step Two: After you click save, you will see this

## Set Your Notification Preferences

Please indicate below if you wish to receive e-mail notification about regulatory actions and meetings related to Virginia's regulations.

Don't forget to choose the Save button at the bottom of the screen after making your selections.

### I would like to receive e-mail about:

- ☒ Meetings related to the subject areas I will indicate below
- ☒ Regulatory actions related to the subject areas I will indicate below

I would like to receive my e-mail in the following format:

- ☒ HTML
- ☐ Plain Text *(choose if your email program doesn't support html)*

Use the ☐ and ☐ buttons below to open and collapse areas of the tree and check the boxes that indicate your selected areas of interest. You may check an individual chapter or all of the regulations in a secretariat.

If you're not sure of what to check, you can click on "Notification Preferences" on the left menu at anytime to return and set your preferences.

- ☐ Administration
- ☐ Agriculture and Forestry
- ☐ Commerce and Trade
- ☐ Education
- ☐ Finance
- ☐ Health and Human Resources
- ☐ Independent Agencies
- ☐ Natural Resources
- ☐ Public Safety and Homeland Security
- ☐ Transportation

Save

Cancel

# Step Three: Setting Notification Options

## Set Your Notification Preferences

Please indicate below if you wish to receive e-mail notification about regulatory actions and meetings related to Virginia's regulations.



Don't forget to choose the Save button at the bottom of the screen after making your selections.

### I would like to receive e-mail about:

- ☒ Meetings related to the subject areas I will indicate below
- ☒ Regulatory actions related to the subject areas I will indicate below

I would like to receive my e-mail in the following format:

- ☒ HTML    ☐ Plain Text *(choose if your email program doesn't support html)*






Use the  and  buttons below to open and collapse areas of the tree and check the boxes that indicate your selected areas of interest. You may check an individual chapter or all of the regulations in a secretariat.

If you're not sure of what to check, you can click on "Notification Preferences" on the left menu at anytime to return and set your preferences.

#### ☐ Administration

#### ☐ Agriculture and Forestry

##### ☐ Department of Agriculture and Consumer Services

-  ☐ Charitable Gaming Board
-  ☒ Department of Agriculture and Consumer Services
-  ☒ State Milk Commission
  -  Public Participation Guidelines [2 VAC 15-12]
  -  Regulations for the Control and Supervision of Virginia's Milk Industry [2 VAC 15-20]

##### ☐ Department of Forestry

#### ☐ Commerce and Trade

#### ☐ Education

#### ☐ Finance

#### ☐ Health and Human Resources

#### ☐ Independent Agencies

#### ☐ Natural Resources

#### ☐ Public Safety and Homeland Security

#### ☐ Transportation

Save

Cancel

## Step Four: Completing Registration

- Click save again.
- The user will receive an automated email confirmation.
- The user needs to click on the link to accept the email notification.
- They are then subscribed and can change their password or notifications at any time.