

Chapter 4 *Public and Agency Users*

Anyone can use the Town Hall. This chapter describes how you can register as a public user, which allows you to receive notifications about meetings and regulatory actions.

Town Hall Registered Public Users

If you [register](#) on the Town Hall as a public user, you can sign up for optional notifications that help you become more involved and aware of proposed changes to regulations.

Why become a registered public user?

Registered public users can choose to be notified about regulatory meetings, regulatory actions, or both. You can also customize your notifications. For example, you can choose to be notified about changes or meetings that involve an entire secretariat, board, or a single regulation. The Town Hall will send you an email if meetings have been scheduled or if notice of other regulatory activities has been posted that match your preferences. In addition, if you opt to provide your contact information then agencies that match your preferences can send you information.

Please be aware that if you sign up to receive meetings and general notices from an agency with a broad area of regulation, e.g., the Virginia Department of Health or the Department of Agriculture and Consumer Services, you may also receive notices that do not relate to the specific regulation(s) that you have signed up to receive.

How to register

Just [click here to register](#). You will be asked for your email address (which you will later use to log in), your name, and a password. You may opt to fill out the contact information if you wish agencies to be able to send you information.

How to set up your notification preferences

Once you have received the email at your email address and activated your account, you will see a screen where you can select your notification preferences. See the sample screen below, that shows emails have been requested for meetings and regulatory actions related to the Department of Motor Vehicles.

I would like to receive e-mail about:

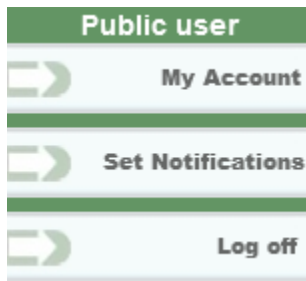
Meetings related to the subject areas I will indicate below

Meetings are often posted months in advance. To ensure that you are aware of all meetings that have already been posted on Town Hall, check here: <https://townhall.virginia.gov/L/meetings.cfm>

Regulatory actions related to the subject areas I will indicate below



You can change these preferences later by choosing the “Set Notifications “ option from the left menu.



Will we give out your email address?

Your email address will only be used for two purposes: (1) to send you the notification emails you requested in your preferences, and (2) for agency regulatory staff to email you announcements relating to the boards and regulations you selected in your preferences. The Department of Planning and Budget will not provide your information to others or use it for any other purpose. See [our privacy policy](#) for more information.

Public Comment Forums: Do you have to first register as a public user?

No. You are not required to be a registered public user in order to post a public comment on the Town Hall. That said, being a registered user is useful if you want to receive updates from the agency, or if the agency wishes to contact you regarding your comment, but it is completely up to you. In addition, you have the option of entering your name and your organization when you post a comment, but you are not required to provide this information.