

CONSTITUTIONAL OFFICERS, REGIONAL JAIL SUPERINTENDENTS & GOVERNING BODIES:

In order for your office to receive all communications from the Compensation Board, it is very important that we have your current email address in our database. Please complete the following steps to insure your email information is current/correct:

- 1) 1) Connect to this link on the Compensation Board website:  
<http://www.scb.virginia.gov/cbemail1.cfm>
- 2) 2) Enter your locality number. (Example: Accomack is 001)
- 3) 3) Enter your office number. (Sheriff/Regional Jail-304, Commonwealth's Attorney-320, Clerk-321, Treasurer-732, Commissioner of the Revenue-734)
- 4) 4) If no revisions are necessary, no action is required.
- 5) 5) You may update, delete or add email addresses as necessary.
- 6) 6) We suggest that you have at least one additional email address in our database other than your own.
- 7) 7) Emails sent from the Compensation Board to all Constitutional Officers since May 2, 2005 are available on the Compensation Board's home page under "Recent Communications from the Compensation Board" or at this link <http://www.scb.virginia.gov/new.html>.

Thank you.