

E-Mail Memorandum

To: All Constitutional Officers, Regional Jail Superintendents and Governing Bodies
From: Bruce W. Haynes, Executive Secretary
Date: August 19, 2005

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) Connect to this link on the Compensation Board website:
<http://www.scb.state.va.us/cbemail1.cfm>
- 2) Enter your locality number. (Example: Accomack is 001)
- 3) Enter your office number. Clerk (321), Commonwealth's Attorney (320), Sheriff/Jail (304), Treasurer (732), Commissioner of the Revenue (734)
- 4) Make any revisions to the name and email address listed. If no revisions are necessary, do nothing.
We suggest that you have at least one additional email address in our database other than your own.
- 5) Click the "Update" box.

Now, the Compensation Board has your current information. Thank you!