TUTORIAL

GOVDELIVERY

HOW TO RECEIVE E-MAIL NOTIFICATION FOR COMMITTEE SCHEDULES AND AGENDAS

GovDelivery
E-MAIL NOTIFICATION SERVICES

Table of Contents

E-MAIL NOTIFICATION SERVICES (GovDelivery)

What is GovDelivery

The Legislature provides an e-mail notification service (known as GovDelivery) where you can sign up to receive various committee schedules and agendas via e-mail. Once a week committee schedules for the coming week are e-mailed to those signed up to receive them. Subsequent changes to times, locations or agenda items are automatically e-mailed throughout the week when changes occur.

The GovDelivery service provides a convenient, single location on the Legislature's website to add, manage, and delete information from all the various legislative committees.

To Set Up GovDelivery E-mail Notification:

1. Select E-Mail Notifications from Legislative Home Page (www.leg.wa.gov)

2. Or from the Meeting Schedules page select ". . . link to the GovDelivery system".

3. Selecting E-mail notification from either of the areas above will show the following screen which is used to set up an account or to enter an existing account to modify or delete it. You can set up an account to deliver notifications to your e-mail address or as a text message to your cell phone or other text-enabled devices. Most committees are sending notification only by e-mail at this time. Fiscal Information from the Legislative Evaluation and Accountability Program committee (LEAP) at **www.fiscal.wa** is currently the only committee sending text notification (in addition to regular email notification). You can also sign up using your Facebook, Google, or Yahoo account identifiers if you want, and the notifications and content will be sent to the e-mail account specified in these services

Signing up with an e-mail address

- Click on email address in the dropdown box if it is not already selected
- Enter your email address and click on the submit box and you will be shown the following screen:

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New Subscriber

Subscription Type   Email ▼

Primary Email Address

You must enter a primary email address. You will use this to access and update your subscriptions or modify your subscriber preferences.

Email Address *   [   ]

Confirm Email Address *   [   ]

Email Delivery Preference

If you would like to change how subscription updates are delivered to you, select an option below.

- ● Send updates immediately by email
- ○ Send updates daily by email
- ○ Send updates weekly by email

Certain high priority updates may be sent regardless of your delivery preferences.

Optional Password

Enter an optional password to add password protection to your subscriber preferences.

Password   [   ]

Confirm Password   [   ]

[Submit] [Cancel]

Your contact information is used to deliver requested updates or to access your subscriber preferences.

- Confirm your e-mail address.
- Click on the button to indicate how often you want notifications sent.
- Add a password if you want. This is an optional feature but if you do elect to use a password you will be prompted to enter it on the main screen in the future when you sign in. If you set up a password it can be changed or removed in the account preferences section of your account. If you forget your password. You can click on the "**forgot password**" link and you will be sent a link to your email address which you can click on to remove or change your password.
- After you have completed the information on this page click the submit button and you are now a registered user and the program will take you to the page where you select which committees you want to sign up for to receive notification

- [For details on how to sign up for an account using text messaging just click here](#)
- [For details on how to sign up for an account using your Facebook, Google, or Yahoo accounts, just click here.](#)

Signing up with an text message address

- Click on and select SMS/Text message in the Subscription type dropdown box..

- Enter phone number where you want your text messages to be sent and click on the submit box and you will be shown the following screen:

- Confirm your phone number.
- Add a password if you want. This is an optional feature but if you do elect to use a password you will be prompted to enter it on the main screen in the future when you sign in. If you set up a password it can be changed or removed in the account preferences section of your account. If you forget your password. You can click on the "**forgot password"** link and you will be sent a link to your email address which you can click on to remove or change your password.

- After you have completed the information on this page click the submit button and you are now a registered user and the program will take you to the page where you select which committees you want to sign up for to receive notification

- [For details on how to sign up for an account using e-mail just click here](#)
- [For details on how to sign up for an account using your Facebook, Google, or Yahoo accounts, just click here](#).

Signing up with Facebook, Google, or Yahoo account

- The advantage of using these services for sign-in is that you have one less password to remember and if set up, you can go directly to the data entry and preference pages with just a click of a button.
- **The disadvantage is that you cannot eliminate the password requirement of the program, you have to make any password changes within Facebook, Google, or Yahoo, and you cannot transport your data to a new e-mail address.**

- Click on and select Facebook, Google, or Yahoo from one of the boxes below
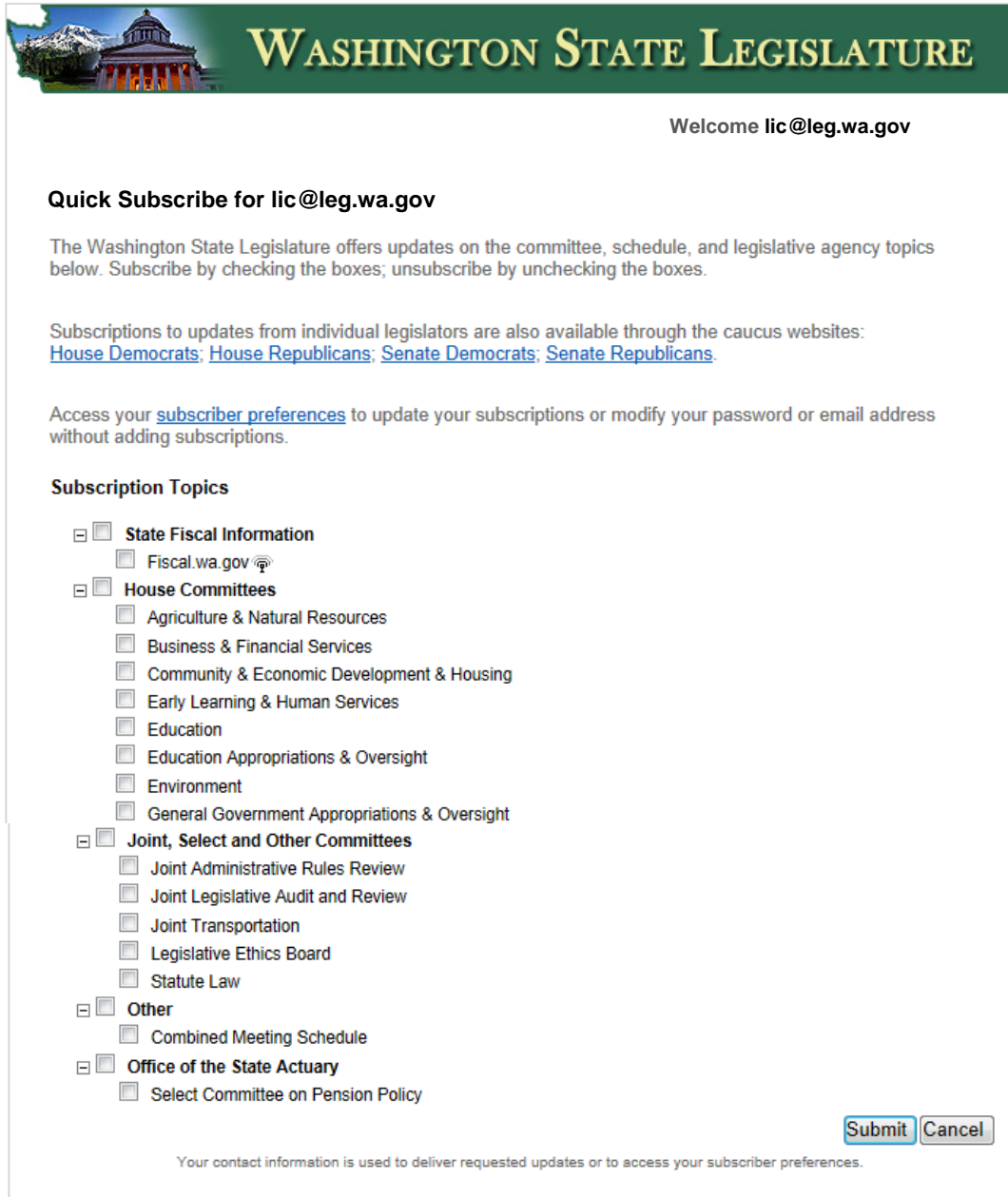

- Enter your Facebook, Google, or Yahoo data as requested. Then click on the submit box and you will be automatically signed in and all content will be sent to the e-mail account you have associated with that service. If you click the "stay signed-in option" with these services, you will automatically be signed into your GovDelivery account when you click on the Facebook, Google, or Yahoo account.
- After you have completed the log-in requirements for Facebook, Google, or Yahoo, the program will take you to the page where you select which committees you want to sign up for to receive notification

For details on how to sign up for an account using e-mail just click here
For details on how to sign up for an account using text messaging, just click here.

Selecting or Deleting Which Committees to Receive Notification From

Once you have signed up for an account or logged into your account you will be shown your subscription page which will look like the page below. Simply check or uncheck the committees to subscribe or unsubscribe to notification and then click on the Submit button

Then click on "Finish". You will be asked if you want to navigate away from this webpage. Click OK and you will be returned to the Legislature's web site.

Adding, Changing or Deleting a Password

Once you have signed up for an account or logged into your account you will be shown your subscription page which will look like the page below. To add change or remove your password, Click on "subscriber preferences" link

WASHINGTON STATE LEGISLATURE

Welcome **lic@leg.wa.gov**

Quick Subscribe for lic@leg.wa.gov

The Washington State Legislature offers updates on the committee, schedule, and legislative agency topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Subscriptions to updates from individual legislators are also available through the caucus websites: House Democrats; House Republicans; Senate Democrats; Senate Republicans.

Access your subscriber preferences to update your subscriptions or modify your password or email address without adding subscriptions.

Subscription Topics

- ☐ **State Fiscal Information**
  - ☐ Fiscal.wa.gov
- ☐ **House Committees**
  - ☐ Agriculture & Natural Resources

The Subscriber preferences main page looks like this

WASHINGTON STATE LEGISLATURE

Welcome **lic@leg.wa.gov**

Subscriber Preferences

[Subscriptions] [Preferences]

Subscriptions

You are subscribed to the following topics:

Topic	Check to Delete
Legislative Ethics Board	☐
Transportation, Joint Committee	☐

Submit Cancel

Delete my account
Add Subscriptions
View Subscription Update History

Your contact information is used to deliver requested updates or to access your subscriber preferences.

From here you can delete topics, delete your account, add more subscriptions for additional committee, or see a history of what you have received by committee. To alter your password click on the Preferences tab

The Subscriber preferences sub-page for changing your password looks like this.

Simply enter and confirm a new password or click on the remove password box to eliminate the password requirement all together

You can also change your e-mail address or how often you want your e-mails sent from this screen

Note: If you used the Facebook, Google, or Yahoo sign-in, you cannot eliminate the password requirement or change the e-mail address you are using. To change e-mail addresses you would have to delete your account and enter a new one from scratch.

Deleting an Account

To delete an account, log-in to the account. You will be shown your subscription page which will look like the page below. To delete the account, Click on "subscriber preferences" link to go to the preferences page.

The Subscriber preferences main page looks like this

From here you can delete topics, delete your account, add more subscriptions for additional committee, or see a history of what you have received by committee.

To delete the account, click on the delete account link. You will be asked to confirm that you want to delete the account.