

## HOW TO SET UP AN ACCOUNT AND ACCESS THE COUNCIL'S INTERESTED PARTY LIST

1. From your Internet Browser, go to [www.piercecountywa.org/council](http://www.piercecountywa.org/council)
2. Click on **Interested Parties List** link (right side of the Council's Home Page, just under the *Info By Address* icon)
3. **Set up an account** (follow prompts to establish a username, password, name, address, etc.)
4. Select **Council Office** (currently the default, but in the future you will have to scroll through a list of other departments to get to the Council Office Mailing List)
5. Select **My Mailing List** tab (*My Page & My Information* tabs also available)

NOTE: If you do not see the "My Information" or "My Mailing List" tabs, highlight the "My Page" tab, and then move your cursor to the right. The other tabs should appear when your cursor is moved to the right.

6. **Select the topic(s)** you are interested in to receive an e-mail when there is a meeting held (a check mark will be placed beside the issue/topic)

If you need assistance, call Anna Graham at 798-6253 or send an e-mail message to [agraham@co.pierce.wa.us](mailto:agraham@co.pierce.wa.us)