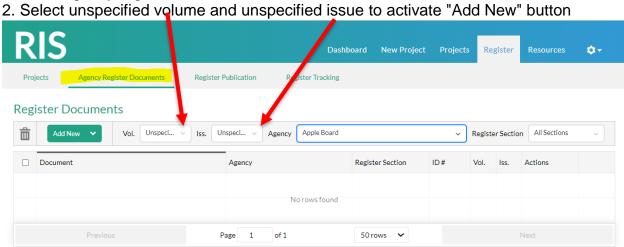
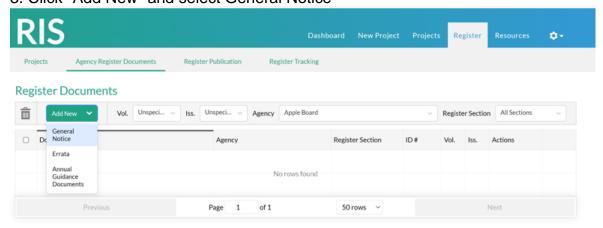
CREATING & SUBMITTING A GENERAL NOTICE

General notices are notices to the public published the Virginia Register. Often these notices are required by statute or regulation. Town Hall agencies typically will use Town Hall to post this type of notice, then, via Town Hall, submit the notice for publication in the Register. Agencies that either (i) do not use Town Hall, or (ii) do not want to use Town Hall for a given notice publication, can directly submit a general notice to the Registrar's Office through RIS using the following process:

1. Go to agency register documents



3. Click "Add New" and select General Notice

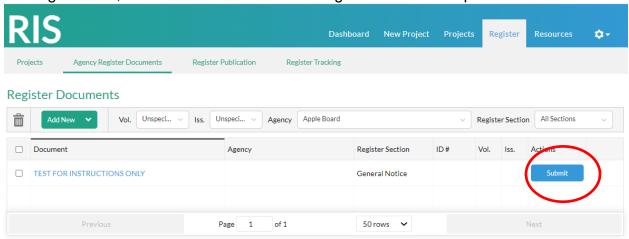


4. This brings up a web form with fields into which text can be pasted or typed.



6. Add text then click save

Saving the notice will put it into the Agency Register Documents queue where, by clicking "Submit," it can be submitted to the Registrar's Office for publication.



7. The notice will populate the issue of the Register currently accepting submissions.