

How to use the CAHCF State Government Officials e-Mailing Center

Read this over completely before starting!

1. Log on to the CAHCF web site at www.cahcf.org.
2. On the left-hand side of the page, click on the **Grassroots/Legislative** link.
3. The **State Government Officials e-Mailing Center** link is listed first on the page; click on that link.
4. In the "Your Name:" box, type your name, **for example**, my name is "Richard C. Brown".
5. In the "Your E-Mail:" box, type your e-mail address, **for example**, my e-mail address is "RBrown@cahcf.com".
6. In the Message Subject:" box, type whatever subject you wish to speak about, **for example**, "SB 707, AAC A Nursing Facility User Fee".
7. In the "Message Recipients:" section,
 - a) If you are writing to one (1) person, click on the person you wish to send the e-mail to; the name will become highlighted when you click on it.
 - b) If you wish to send e-mail to multiple people, hold down the CTRL key (located on the bottom left of your keyboard) and click on as many names as you wish; **REMEMBER TO KEEP HOLDING DOWN THE CTRL KEY UNTIL YOU ARE FINISHED CLICKING ALL THE NAMES; ALL THE NAMES YOU CLICK WILL BE HIGHLIGHTED.**
 - c) If you wish to send e-mails to all the Members of a Committee, first make sure that no individuals are currently highlighted; if so, click on the "Deselect All" button. Go to the "Select All Members of a Committee:"; click on the down arrow to expose all the Committee names and then click on the Committee you wish to write to, for example, Public Health Committee; all of the Members of the Public Health Committee will now be highlighted in the "Message Recipients:" section.
8. If you want to send a copy of the e-mail to yourself, click on the box entitled "Check box if you would like to receive a copy of your message".
9. In the "Message text:" box, write your message as if you were writing a letter.

Start with the salutation. If you're writing to one person, "Dear Senator (or Representative) (their name)". If you're writing to multiple people, type all of their names with titles. If you're writing a Committee, "Dear Members of the (name of

Committee),".

Next comes the body of the message.

Don't forget the closing AND DON'T FORGET TO IDENTIFY YOURSELF, WHOM YOU'RE WITH AND THE ADDRESS, **for example**,

Sincerely,

Richard C. Brown, CNHA, FACHCA
Director of Member Services
Connecticut Association of Health Care Facilities
99 East River Drive 8th Floor
East Hartford, CT 06108

10. Check it over, and when you're satisfied that it's the way you want it, click on the "Submit" button.

That's it. I know that it sounds complicated, but after you've done it once or twice, you'll be able to do it in your sleep.

As always, I'm available to assist, and if you have any questions, please don't be shy about calling me.

Rick