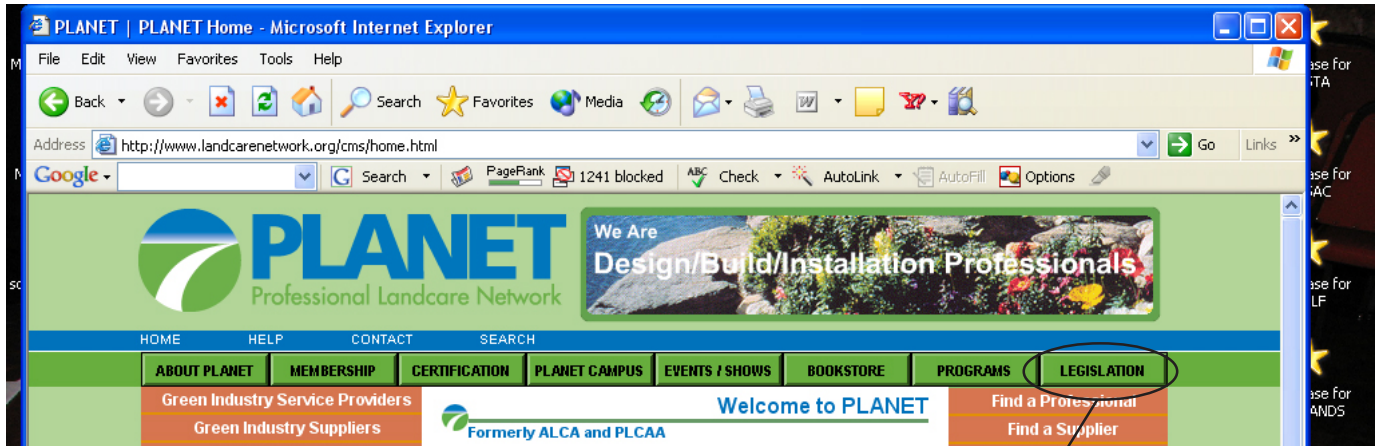


www.landcarenetwork.org

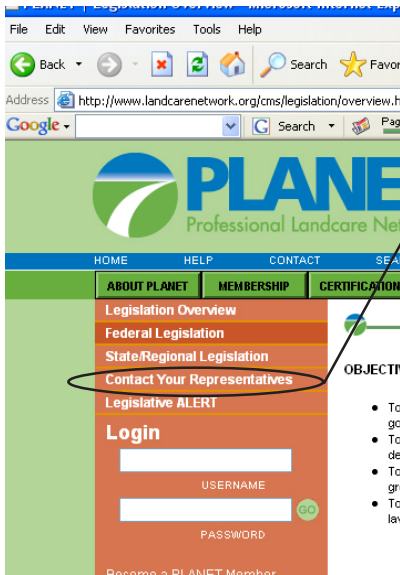
How to Send Quick Correspondence to Your Legislators Using This Free Online Resource



1. Go to www.landcarenetwork.org and click on **Legislation**. You do not need to log on. You do not have to be a member to access this convenient resource.

2. Once in the Legislation section click on **Contact Your Representatives**.

Then click on the **Click Here** option to get to the legislative lookup page.



3A. Once in the Contact your Representative section place your **zip code** in the **Find Your Legislator** section. This will bring up the **US Legislators** who represent your area. **Now skip to 5.**

or

3B. Once in the Contact your Representative section click on the area labeled **Advanced Search**. This will bring you to a more advanced search allowing you to search for **NYS Legislators** by zipcode, name, state or committee.



Find Your Legislators

This site will help you prepare letters or Emails which you can send to your Legislators. Start by selecting your legislators. **Choose one of the methods below.** Choose **Find Legislators by ZIPCode** to see the Legislators that represent you.

Find Legislators by ZIPCode

Enter Zip: 12110 [Enter] [Clear]

For maximum accuracy use your Zip+4. Find it here!

Find Legislators by Name

Enter Last Name: [Enter] [Clear]

State Filter: Search all States

Find Legislators by State

State: Alabama [Enter]

State Federal Both

Find Legislators by Committee

US Congress Committees

Select Committee and click Enter: [Enter]

S - Agriculture, Nutrition, and Forestry

State Committees

Select State and click Enter: New York [Enter]

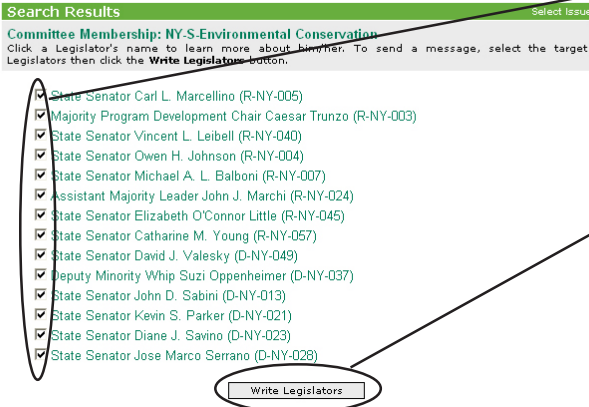
then Select Committee and click Enter: [Enter]

S - Aging

4. Once in Advanced Search, select the **state committees** you wish to view the legislators.

Hit the **Enter** icon on the screen.

Then select the **committee** listing you wish to view and click **Enter**.

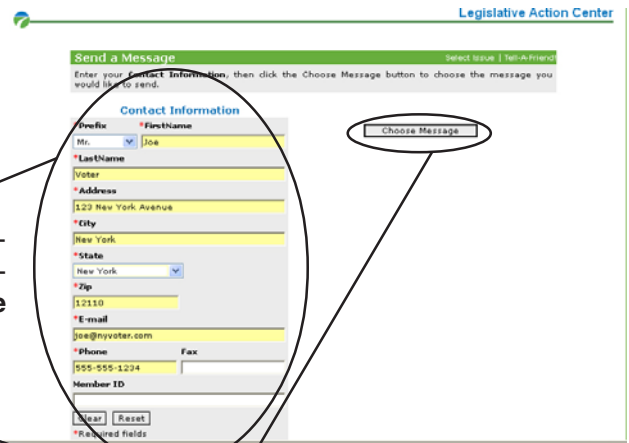


5. Check to see that all the legislators you want to receive your letter to are **checked**. If you don't want them to get your correspondence then click on the check box and un-check the box next to their name.

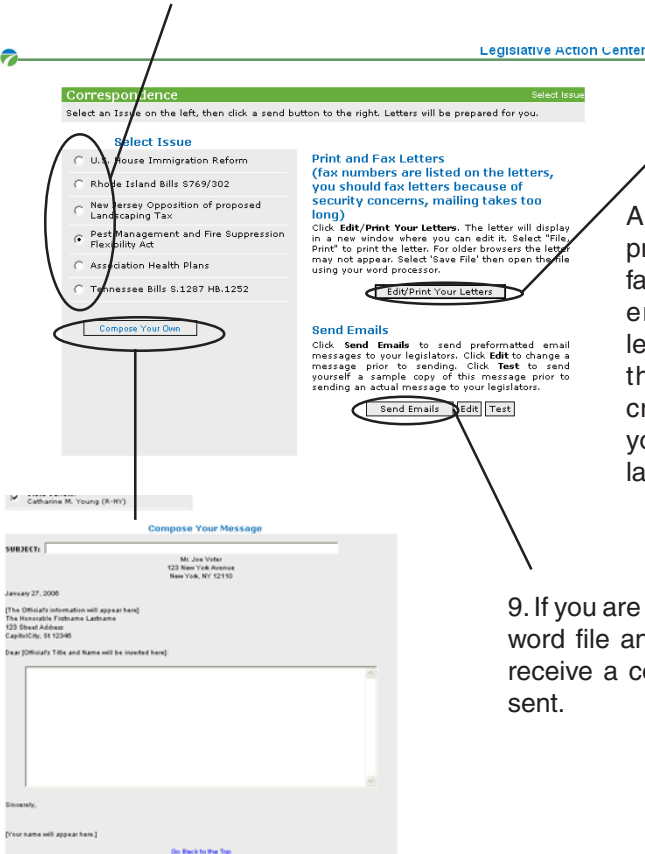
And then click on the **Write Legislators** button.

6. You will now be asked to **enter in all your contact information**. This information will be used in the letter/correspondence that is created to go to the legislators from you. Please check over your information before selecting the **Choose Message** button.

Once you are ready to proceed, click the **Choose Message** button.

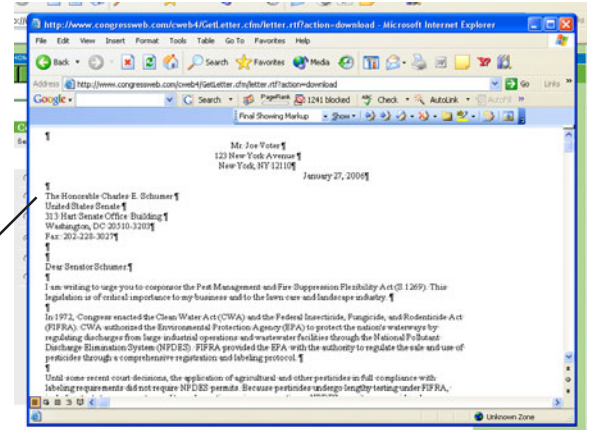


7A. On the left hand side of the screen are a list of prefabricated letters on various topics and the option to write your own on the bottom. If you want a pre-written letter, **click on the topic** you wish to send to your legislator.

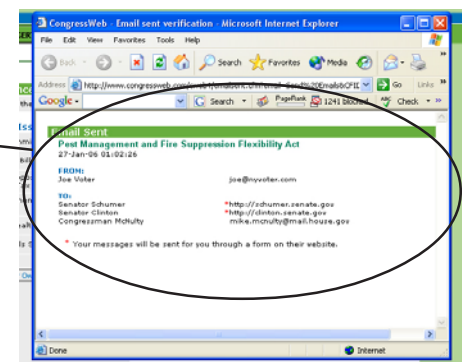


8. Then select **Edit/Print Your Letter** if you want to read it before sending. If you edit the letter, follow the instructions listed on the web page for sending.

At this point, if you prefer you can mail or fax your letter instead of emailing it to your legislator. Print it from the MS Word file created, or save it to your desktop for use later.



9. If you are happy with the letter as is, close the word file and click on **Send Emails***. You will receive a confirmation of all emails that were sent.



7B. If you decide to write your own letter, the above form will appear at the bottom of the page once you select the Compose Your Own button. Write the letter you want to send and then follow the instructions from step 8 to complete the send.

***NOTE: Once you click on Send Emails, that is it. The letter is sent and you can not retrieve it or undo the email blast. Make sure that you are sending the correct letter before you click on this button.**