

# IRTA

## Instructions for Accessing VoterVOICE

*Revised for use with the new IRTA website*

Thank you for your interest in the IRTA's new online grassroots political tool VoterVOICE. Thus far, our online campaigns have widely been great successes. For example, to date Senate Bill 2296, which is supported by the IRTA, has seen nearly 2,200 members send over 4,600 emails and letters to state legislators urging them to support the bill. Resultantly, the bill was passed from the Senate chamber with all Senate members voting in full support. IRTA members undoubtedly contributed to this with their online grassroots campaign using VoterVOICE.

*There are two methods in which an IRTA member may access and use the VoterVOICE system.* The first method entails utilizing the *Call to Action* email sent via email by the IRTA staff. The second method, allows IRTA members to access VoterVOICE by means of visiting the IRTA website where they can visit the Grassroots Action Center (where our current issues are listed) or just log in to VoterVOICE to write a legislator, newspaper, or even the President an email or letter of their choosing.

### **METHOD ONE: Accessing VoterVOICE Using the “Call To Action” Email Alert**

#### **Step One:**

Open the Call To Action email sent from the IRTA.

#### **Step Two:**

Scroll to the bottom of the email, and locate the link titled “**Click the link below to log in and send your message.**” The link appears as is displayed below:

Click the link below to log in and send your message:  
<http://votervoice.net/target.aspx?id=irta:23064023>

Left click on this link.

### Step Three:

A page titled Grassroots Action Center will appear, with the heading of “**Web Alert.**” Scroll to the bottom of this page and locate the gray box titled “**Take Action.**” Left click on this box.

### Step Four:

A new page will appear as shown below:

**New users click here**

**Registered users, please login below.**

### QUICK LOGIN

**Email**

**Zip Code**

View/Edit my contact information.



**\*Important:** If you have never accessed the VoterVOICE system before, please left click on the link titled “**New users click here.**” This will direct you to a registration form, where you will enter the requested information indicated in *red lettering*. Please supply the requested information and left click on “**Continue**” at the bottom of this form.

Returning registered users are free to use the “**Quick Login**” as shown in the above image. This requires submitting your email address and zip code into the sections provided. Once this has been done, please left click the gray box titled “**Login.**” You are now logged into the VoterVOICE system.

**Please Note:** Leaving the box pictured below as ‘checked ✓’ will result in your VoterVOICE profile information being shown to you upon clicking on “**Login**” on the previous step. Here, you are free to edit your personal information. Removing the check mark from the box merely allows you to bypass this step in the future. Either way, you will reach VoterVOICE.

View/Edit my contact information.

### **Step Five:**

You should be shown a new page also titled “**Grassroots Action Center**” with the sub heading of “**Compose Message.**” Here you are provided a pre-written message regarding the issue in which you are taking action on. You are free to revise the letter in any matter you deem appropriate. Scroll to the bottom of this page and left click on the gray box titled “**Send message**” to send your message to your legislator.

That’s it!

## **METHOD TWO: Accessing VoterVOICE Through the IRTA Website**

### **Step One:**

Using the internet, go to the IRTA’s website at <http://www.irtaonline.org/>

### **Step Two:**

Locate the “**Member Login**” link on the left hand side of the page. Left click on this link. You will now be directed to the Member’s Login page. Please supply the required field with your username and password. If you do not feel you have these, please see the important note below. Otherwise, after entering your username and password left click on the blue box titled “**Login.**”

**\*Important:** If you have never visited the IRTA website and registered with it using a similar form, you will need to create an IRTA member profile. Locate the link titled “**Login help / Create Profile**” to do this. Doing this is required to be granted access to the member’s only sections of the IRTA website not available to the non-paying public, and also where VoterVOICE is located on the IRTA website. Please provide the requested information in the appropriate fields. Upon doing this, left click on the blue colored box titled “**Verify Account.**”

### **Step Three:**

You should now be directed to a page with a red banner located at the top titled “**Welcome, IRTA Member.**” Please locate the link titled “**VoterVOICE**” on the left hand side of this page. Left click on the words “**VoterVOICE.**”

#### Step Four:

The new page displayed will contain a red banner at the top of the page titled “**VoterVOICE.**” Locate the two links found just below the red banner and centered in the page. Please click on the second link titled “**Please click here to go to VoterVOICE.**” This will direct you to the login page for VoterVOICE. Below, is an image depicting what one will see.

**New users click here**

**Registered users, please login below.**

#### QUICK LOGIN

The image shows a login form with the following elements:

- An input field labeled "Email" in red text.
- An input field labeled "Zip Code" in red text.
- A gray button labeled "Login".
- A checkbox with the text "View/Edit my contact information." below it.



**\*Important:** For those members who have never previously used VoterVOICE (or registered with it), please left click on “**New users click here**” as seen in the image above. Upon doing this, you will be directed to a page requesting that you supply some basic contact information. Enter the requested information, which is indicated by fields listed in *red lettering*. Also, please check that all the requested fields in the form have been completed, and that there are no spelling mistakes or errors present. When you have finished this, please left click “**Enter info.**” You will now be directed to VoterVOICE, where you are free to compose a message.

\*IRTA members who have previously registered with VoterVOICE may simply enter their email address and zip code to access VoterVOICE. After having supplied these two items, left click the gray box titled “**Login.**” You will now be shown a list of legislators germane to the home address in which you have supplied VoterVOICE. You are now free to compose a message.

**Please Note:** Leaving the box pictured below as ‘checked ✓’ will result in your VoterVOICE profile information being shown to you upon clicking on “**Login**” on the previous step. Here, you are free to edit your personal information. Removing the check

mark from the box merely allows you to bypass this step in the future. Either way, you will reach VoterVOICE.



View/Edit my contact information.

That's it!