# Adding A New User

Use the following procedure to add a new user to the CGT Electronic Bulletin Board.

1       If the Informational Postings vertical menu is not displayed on the left side of the screen, click on **Informational Postings** at the top of the screen.

2       On the left side of the screen, click on **Downloads**. A list of files that are Available for download appears as a list of notices.

3       Select the notice with Subject CGT Internet Website User Agreement by clicking the **Details** link. The form is available as an attachment.

4       Double-click the link and print the form.

5       Complete the form.

6       Fax the completed form to 803 726 3758 or scan and email it to DCGEBB@dominionenergy.com.

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