

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 cgtebb@bhegts.com.

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