

# EA1617-01Tlichó All Season Road - How to get on the distribution list -

The Review Board encourages individuals and organizations to subscribe to the EA1617-01 Tlichó All Season Road distribution list. The distribution list is an important tool; being on the distribution list will inform you of when a new document is posted to the Review Board's registry.

## Step 1. Getting an account

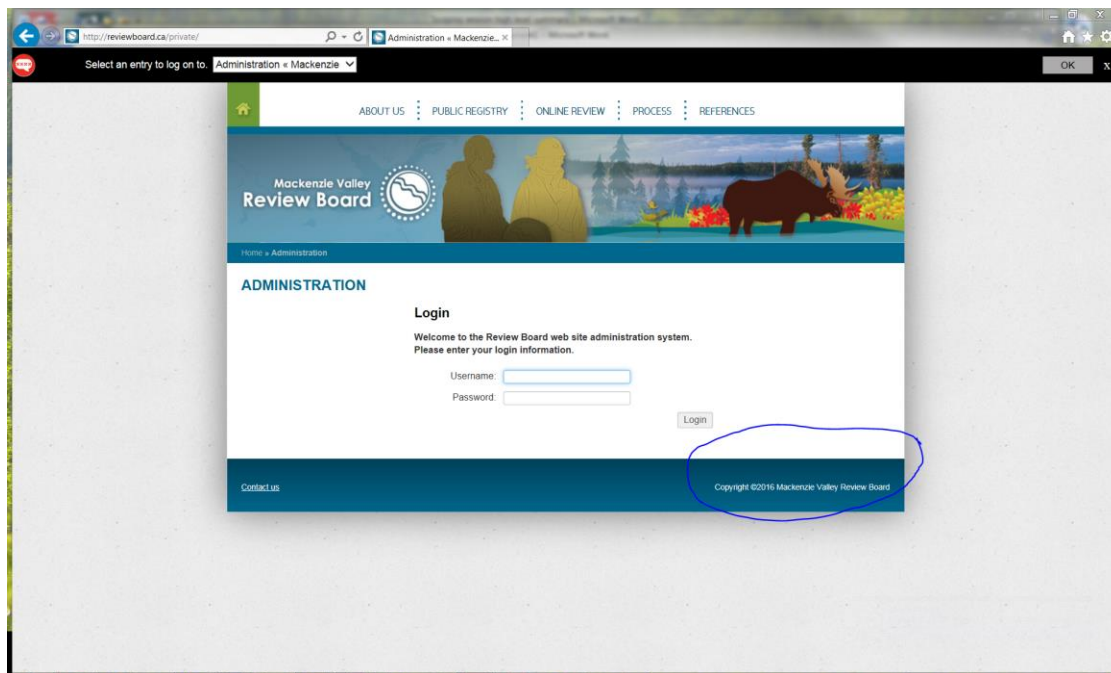
Getting on the distribution list is very easy. If you have not already registered an account, you will need to subscribe for an account. You can do this by accessing the "Email Subscriptions" option from the Public Registry drop-down menu.

This can also be found by following this link: <http://reviewboard.ca/subscriptions/index.php>

## Step 2. Finding the subscription

Once you have an online profile, you can log on anytime by clicking on the "copyright @2016 Mackenzie Valley Review Board" link at the bottom right of our website (see image below).

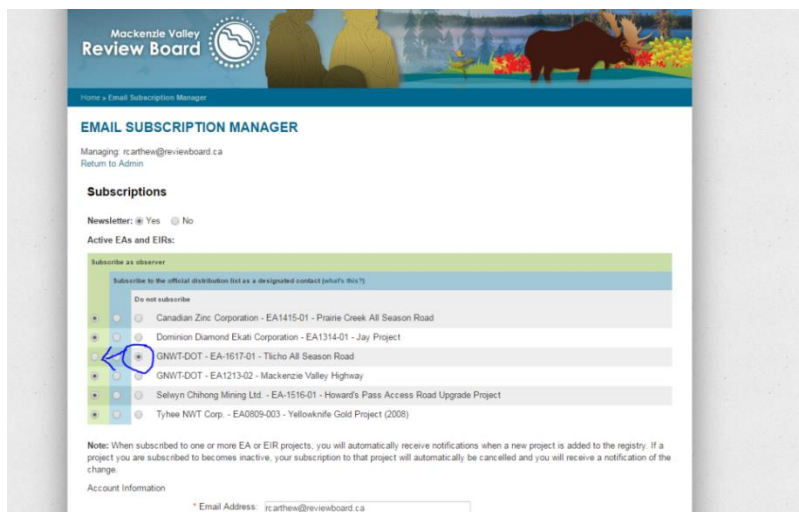
You can also click on this link: [www.reviewboard.ca/private](http://www.reviewboard.ca/private)





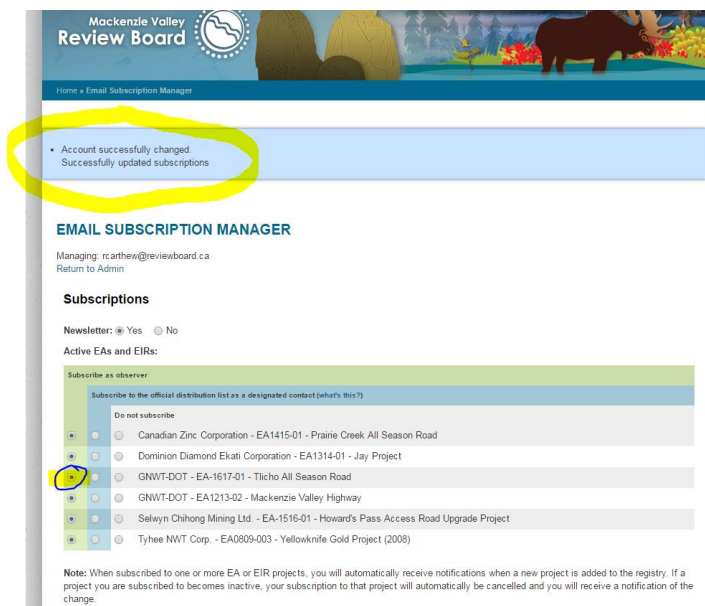
### Step 3. Selecting each EA Project you want to know about

Once logged in, your screen should look like the image below. Simply click on the option you want, and then click the 'register' button at the bottom of the screen. It is important to remember that **only you can subscribe**, and that it must be done **for every EA you want to get info on.**



### Step 4. Confirming you're Subscription

You have successfully completed subscribing if you get the following image:



You can now expect to receive email notifications whenever a new document is posted to the Public Registry for the EAs you selected.



If you are unable to register or subscribe please call Review Board staff and we will work with you to make sure you're on the distribution list.

Thank you for your interest in this project and we look forward to your continued participation.

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