



## OKLAHOMA SECRETARY OF STATE

### Meeting Notices Online Request for Login ID and Password

Meeting Notices Online allows state public bodies to post their own meetings and changes directly to the Secretary of State's website. A separate ID and password is needed for each individual with authority to post and update meeting information. The Appointing Authority may designate one or more individuals for each body under their authority. The name, e-mail address, and telephone number for each authorized designee should be identified below the name of the body, committee, task force, board, etc. for which the designee has authority to update meeting information. Each individual is responsible for maintaining the confidentiality of the ID and password. The Office of Administrative Rules must be notified immediately if the ID or password has been lost, stolen, or compromised, or if the designated individuals have changed.

**Name of Public Body:** \_\_\_\_\_  
Authorized Designee: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Name of Public Body:** \_\_\_\_\_  
Authorized Designee: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned does hereby agree to the above terms dated this \_\_\_\_\_ day of \_\_\_\_\_

Public Body: \_\_\_\_\_  
Address: \_\_\_\_\_  
Appointing Authority's Signature: \_\_\_\_\_  
Appointing Authority's Typed/Printed Name: \_\_\_\_\_  
Appointing Authority's Email Address: \_\_\_\_\_

**EMAIL, MAIL, OR DELIVER AS FOLLOWS:**

**Email:** [meetingnotices@sos.ok.gov](mailto:meetingnotices@sos.ok.gov)

**Mail:** 421 NW 13th Street, Suite 210 Oklahoma City, OK 73103

**Deliver:** 421 NW 13th Street, Suite 220 Oklahoma City, OK 73103