



## Information about entering data from “Start the Dialogue” Cards

- 1) Go to [www.ourenergy.coop](http://www.ourenergy.coop)
- 2) Click “contact your elected official. . .” link
- 3) Enter information in fields:
  - Your Name (**this will auto populate First and Last name fields**)
  - Prefix
  - Email Address (**if no email address is provided leave this field blank**)
  - Home Address
  - City
  - State
  - Zip
  - Phone (**if no phone number is provided you should leave this field blank; if you receive an error message see Note section below**)
  - Affiliated Organization State
  - Affiliated Organization (Co-op listed as electric supplier)
- 4) Click “Send Message”

### Note:

- Some Members of Congress require a **phone number** in order to complete the process. If a phone number was not provided you can substitute the main co-op number. Do not make up a phone number.
- If two names are listed on card (e.g. a couple), enter them separately. Only use the email address for one of the two names leave the email field blank for the 2<sup>nd</sup> person.
- If you receive an error message asking for a “**zip +4**”. You can find this information on The Postal Service website [www.usps.com](http://www.usps.com). Click on “Find a zip code” at top left of page. Enter the address and you’ll get the “+4.” **Please email [gabe.snow@nreca.coop](mailto:gabe.snow@nreca.coop) and let us know which addresses give you this error so we can work with our vendor to fix the problem.**
- If you receive a card with an incomplete address try going to [www.whitepages.com](http://www.whitepages.com) to find more information.