

# Setting up a Utah Public Notice Account

Updated 2/22/17

Glen Fairclough at the Utah Public Notice Website creates an account (usually an entity owner account) on the Utah Public Notice Website. New users must also register for a Utah Master Directory Account (Utah ID). Only when both steps have been completed can a new user log in.

Glen can be reached at 801-531-3841.

A new "body" must be created. Glen can do that or the entity account owner can do that. He often walks the new user through that process.

Step-by-step instructions are found in the online comprehensive [user manual](#). A table of contents appears on pages 2-3.

He routinely provides a brief orientation while you are on the telephone. Afterward he will send an email recap of what was covered so that you will have that for reference. Included in the email is a spreadsheet explaining the differences in requirements for posting on UPNW.