

How to update your municipalities related profiles (elected and appointed officials)

Go to <https://nhmunicipal.weblinkconnect.com/portal>

Enter your email and password

If you don't remember your password, click 'forgot password' and a password reset email will be sent to you.

Switch from your personal profile to your municipalities profile – click 'switch profile' and switch to the municipality.



JUDITH C. BELLAMY

Profile ID: 17865

To Archive:

On the right of the screen is a section titled 'Related Profiles'. Click on 'view and edit all'

Find the person that is no longer an appointed or elected official.

On the right side of the screen, click the 'actions' arrow and choose 'edit'.

Click the arrow under 'relation type' and choose 'former employee'

Click 'save and close'

NHMA will be notified and we will review and approve the changes/additions. This may take a day or two.

association start up to 3 days to review and approve the changes.

Relationship

General Information

Additional Addresses

Additional Phones

Additional Emails

Social Media

Newsletter Management



Town of Graniteville (22956)

Main Contact Of Town of Graniteville

Editor Of Town of Graniteville

Receives Communication

Billing Contact

Update Brodie Deshaies's phone and address to inherit from Town of Graniteville

Relation Type

Administration

Finance

Fire/Rescue/EMS

Former Employee

Former Employer

Health Officer/Department

Human Resources

CANCEL

SAVE AND CLOSE

To add a new official:

IMPORTANT: You can not 'write over' one person with another person. For example, if Tom Smith retires, you can't just open Tom Smith's profile and change it to Sam Jones, Tom's replacement. You must ARCHIVE Tom Smith and then ADD Sam Jones as a new official. Your changes will be rejected if you do this.

On the right of the screen is a section titled 'Related Profiles'. Click 'Add a profile'

Click 'individual profile' and enter the information for the person.

IMPORTANT: the system uses a unique email address as the identifier for each person. Email addresses such as 'selectman@town.gov or admin@town.gov' can't be assigned to more than one person. Either use a unique email address or leave it blank.

Click 'continue editing' to add additional information or to sign up for newsletters. In the 'Newsletter management' section you can sign the person up for Legislative Bulletin, Newslink, or Town and City. Please also let us know whether the person you are entering is an elected or appointed official.

Click 'Save and close'

NHMA will be notified, and we will review and approve the changes/additions. This may take a day or two.