



Utah Public Notice Website

A Comprehensive Website Manual

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Benefits of using the Utah Public Notice Website

The Utah Public Notice Website (UPNW) provides greater accessibility to public notices of public meetings, public hearings, and activities of government statewide. It encourages greater public participation and involvement in public decisions.

The UPNW helps to standardize the format for publishing public notice information. The UPNW form fulfills the requirement of providing public notice and includes fields for supplemental information. The Public Body also may choose to post past public meeting minutes on the UPNW.

The public and media may subscribe to the Public Bodies of their interest through the UPNW. This electronic subscription (either via RSS feed or email) is free of charge and notifies interested parties of any new or updated public notices posted by the Public Body. Past notices are archived and are accessible, and users can search current, past, and future notices.

A widget on the UPNW home page allows governmental entities easily to display the notices on their own websites. The UPNW is accessible through a link from Utah.gov as well as through a short, simplified website address: <http://utah.gov/pmn>. The website is accessible for individuals with disabilities. There are help functions available to both public and administrative users.

Contact Information: the Roles of Utah Interactive and the Utah State Archives

Utah Interactive provides the technical support for the UPNW. Posters experiencing any difficulties in posting or problems using the website should contact Utah Interactive. Their contact information is:

Utah.gov Support
Support@utahinteractive.org
801-983-0275 or 877-988-3468

The Utah State Archives is responsible for assisting and training Public Bodies on the use of the UPNW. The Administrator for the website is Glen Fairclough. His contact information is:

gfairclough@utah.gov
Phone: 801-531-3841
Fax: 801-531-3867
Mail: 346 S. Rio Grande St., Salt Lake City, UT 84101-1106

The Utah State Archives is tasked with managing access permissions and hierarchy structures, maintaining website content and information, providing needed content updates and frequently asked questions, developing and maintaining authority lists and authorizing additions, and appraising, archiving, and providing permanent access to posted notices.

Terminology & Responsibilities

Entity

Governmental *Entity* broadly means all state agencies and political subdivisions (cities, counties, special districts), the legislature, public education and state-funded higher education institutions, and the judiciary.

Government Type

Government type is the arrangement of governmental entities into categories: state, county, cities, schools, and special districts.

Owner

An *Owner* is the individual within the Entity who has the following rights within the website:

- Control of all of the Entity's information on the UPNW with which they are associated.
- Oversight of approval rights to all Posters associated with Public Bodies in their Entity.
- Self-register for the website (access will be approved by the Administrator).
- Add an additional Owner to the Entity if needed (prolonged absence, etc.). Limit to **one** additional Owner.
- Add and edit Public Bodies associated with the Entity.
- Determine which newspapers will be notified of new public notices for each Public Body.
- Add, search, edit, remove, and give rights to Posters of Public Bodies within the Entity.
- Post notices for any Public Body it controls (can delegate this to the Posters or post in the event of a Poster's absence).
- Approve, edit, or reject notices from Posters without approval rights.
- Attach public information (minutes, documents, and audio recordings).

Owners have all rights of a user and a Poster.

Public Body

A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business. (Please see [Utah Code 52-4-103\(7\)](#) for the complete definition of a Public Body and other terms.)

If unsure, check with your legal counsel to verify what the Entity's Public Bodies are. Please note that the Administrator cannot provide legal opinions on whether the boards or commissions are Public Bodies as the Administrator is not legal counsel.

Poster

Posters are representatives from the Public Body who will post public notices on behalf of their represented Public Body. There may be multiple Posters for a Public Body. The Poster often may be an executive secretary, administrative assistant, clerk, or board member.

Posters have the rights of a user and have the right to:

- Self-register for the website (access will be approved by the Administrator or the Owner).
- Search, create, edit, and remove draft notices for associated Public Body.
- Attach public information (minutes, documents, and audio recordings).

Some Posters have approval rights (if assigned by the Owner) and will be able to publish their notices to the UPNW without the Owner's permission.

User

A user is a citizen, state employee, city, county, special district, school district, or member of the media who will be using the UPNW to find posted and archived public notices.

Accessing the Utah Public Notice Website

Bookmark the website. The UPNW URL is <http://utah.gov/pmn>. Please note that if you type in “www” before the pmw, you will be directed to the Utah.gov home page and not the UPNW.

The website address appears different from the <http://utah.gov/pmn>. This is because the shorter URL is much easier to remember than the longer URL. The shorter URL will redirect you to the longer URL, so do not be alarmed when you see a different web address in the browser.

The Public Notice Website Home Page

The home page options are:

1. The basic search function and a link on the upper right side to the advance search function feature.
2. The "About" tab in the upper right corner that links to information about the website.
3. The "Login" tab that directs to the Administrator login page to post notices.
4. The "Help" tab that answers frequently asked questions and provides other helpful information.

Public Notice WEBSITE About Login Help

Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah

Find a Notice

Advanced Search

First select your Government, then the entity and then finally the public body. Results will appear below.

Government Entity Public Body(s)

State
County
Cities
Schools
Special Districts

Select a government type on the left

Understanding Notices:
Click on a term to read its definition

Public Body

A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business.

Public Notice
Public Meeting
Public Hearing

Public Information:
Many public bodies now have the minutes, audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.

About Public Notice Website:
Utah's public bodies are required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in [Utah Code Section 63F-1-701](#), but there are many mandates dictating the information and timing of public notices. [To learn more »](#)

Training
The Utah State Archives has tools to assist those tasked with posting public notices online. [To learn more »](#)

Create Your Own Public Notice Widget
You can now easily display notices on your individual website.

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2013 State of Utah - All rights reserved.

The bottom section of the page provides information about what public information is available on the website.

5. A widget enables Posters to display their public notices on their own website.

Adding the UPNW Widget to a Website

Notices posted on the UPNW can easily be displayed on websites of public bodies.

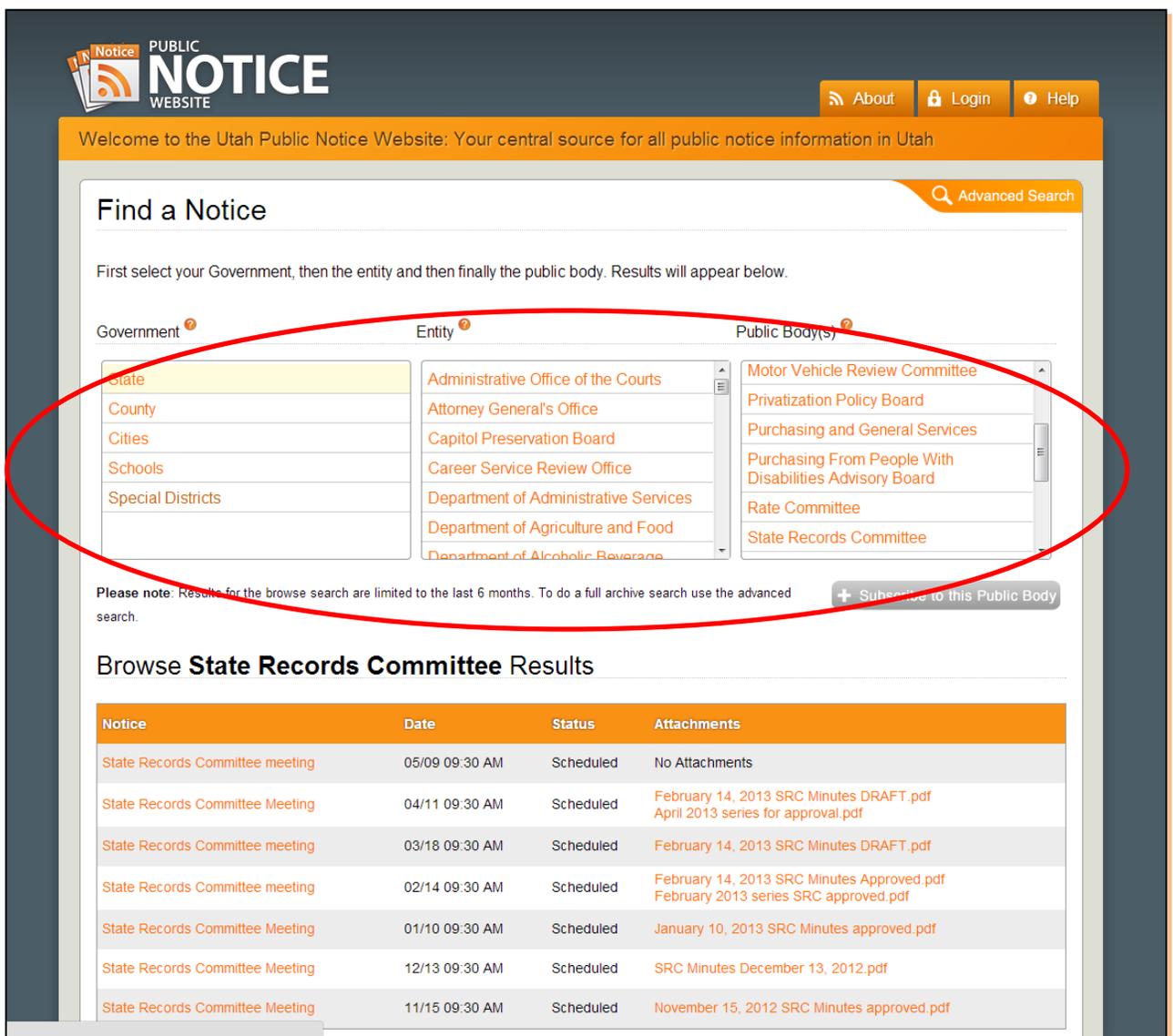
1. Click on the orange "Create Your Own Public Notice Widget" at the bottom of the [UPNW home page](#).
2. Select keywords. To create your customized widget, you will first need to determine how you would like the Public Notices filtered. The widget filtering options include the use of multiple keyword and/or entities. At least one of these two options is required and both can be used together to provide a more precise filter. Multiple keywords may be used, but must be comma delimited. Multiple entities can be included by clicking the "plus" icon  adjacent to the Entity select menu.
3. Select type of meeting (upcoming or past) to display on the website.
4. Select the level of government, entity, and public body using drop down menus. You may also check the "Do not filter by entity or public body in my widget" box. When finished, click the "Continue & Customize" button in the lower right-hand corner of the page.
5. Use this page to customize the height and width of the widget and whether to include a border. Changes can be previewed in the box on the right side of the page.
6. When all changes have been made, copy and paste the code from the box at the lower right to the agency website.

Finding a Notice on the Public Interface

The public interface is how the public will look for public notices posted on the website. It is a useful tool to check public notice information.

Searching for a Public Notice – Simple Search

1. Type <http://utah.gov/pmn> into the web browser.
2. There are different search functions. The first is a basic search on the home page.
3. In the **basic search** (browse), there are three fields.
 - a. Select a government type. This will automatically populate the next field with the options available for the government type selected.



- b. In the next field, select the Entity. This will automatically provide a list of the Public Bodies available for the selected Entity.

- c. Select the Public Body of interest.
4. Selecting the Public Body will generate a list of notices.

Searching for a Public Notice –Advanced Search

1. To perform an **advanced search**, click on the link that says “Advanced Search.”
2. The advanced search provides five ways to search for notices: Entity, keyword, date, deadline date, and posted on date. Each field may be used individually or in combination.

The screenshot shows the Utah Public Notice Website's advanced search page. At the top, there is a navigation bar with links for 'About', 'Login', and 'Help'. Below this is a welcome message: 'Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah'. The main section is titled 'Find a Notice' and contains several search fields: 'Entity' (with a dropdown menu showing a list of departments like 'Department of Administrative Services', 'Administrative Office of the Courts', etc.), 'Keywords', 'Date' (with a date range selector), 'Deadline Date', and 'Posted On'. A 'Submit' button is located at the bottom of the search fields. To the right of the 'Entity' field, there is a yellow box with a definition of 'Governmental entity'. Below the search fields, there are three informational boxes: 'Understanding Notices:', 'Public Information:', and 'About Public Notice Website:'. The 'Understanding Notices:' box is expanded to show the definition of 'Public Body'.

- a. To enter an Entity name, start typing the Entity name, and the system will generate a list of corresponding Entity names. Select one from the list.
- b. The keyword function will search the meeting title and agenda of notices for the corresponding keyword.

- c. To select a date or date range, click on the calendar and select the dates you want for the search.
 - d. To select a deadline date, click on the calendar and select the date you want for the search. Deadline dates are often associated with a deadline to submit a written comment for a public meeting or to request to speak at a public meeting.
 - e. To select a posted-on date, click on the calendar and select the date you want for the search. Many public notices have a time requirement, and the date will indicate the date the notice was posted on the website.
3. After completing the search fields, hit the "See Results" button to generate a list of notices based on the entered search parameters.
 4. Hit the "Submit" button, and a list of search results will be generated.

Entity ▲	Public Body ▲	Date ▲	Notice ▲	Status ▲	Attachments
Department of Administrative Services	State Records Committee	2013/03/18 09:30 AM	State Records Committee meeting	Scheduled	February 14, 2013 SRC Minutes DRAFT.pdf
Department of Administrative Services	State Records Committee	2013/05/09 09:30 AM	State Records Committee meeting	Scheduled	No associated attachments
Department of Administrative Services	State Records Committee	2012/11/15 09:30 AM	State Records Committee Meeting	Scheduled	November 15, 2012 SRC Minutes approved.pdf
Department of Administrative Services	State Records Committee	2013/04/11 09:30 AM	State Records Committee Meeting	Scheduled	February 14, 2013 SRC Minutes DRAFT.pdf April 2013 series for approval.pdf
Department of Administrative Services	State Records Committee	2013/01/10 09:30 AM	State Records Committee Meeting	Scheduled	January 10, 2013 SRC Minutes approved.pdf
Department of Administrative Services	State Records Committee	2012/12/13 09:30 AM	State Records Committee Meeting	Scheduled	SRC Minutes December 13, 2012.pdf
Department of Administrative Services	State Records Committee	2013/02/14 09:30 AM	State Records Committee meeting	Scheduled	February 14, 2013 SRC Minutes Approved.pdf February 2013 series SRC approved.pdf
Department of Administrative Services	Utah State Historical Records Advisory Board	2013/01/11 11:30 AM	USHRAB Meeting	Scheduled	No associated attachments
Department of Administrative Services	Motor Vehicle Review Committee	2013/03/26 09:00 AM	Motor Vehicle Review Committee	Cancelled	No associated attachments
Department of Administrative Services	Privatization Policy Board	2012/11/13 10:00 AM	Privatization Policy Board Meeting	Scheduled	No associated attachments
Department of Administrative Services	Utah State Building Board	2012/12/05 09:00 AM	Utah State Building Board Meeting	Scheduled	0 BB Agenda 12-5-12.pdf
Department of Administrative Services	Utah State Building Board	2013/01/28 09:00 AM	Utah State Building Board Meeting	Cancelled	0 BB Agenda 1-28-13.pdf
Department of Administrative Services	Utah State Building Board	2013/04/22 09:00 AM	Utah State Building Board Meeting	Scheduled	0 BB Agenda 3-22-13.pdf
Department of Administrative Services	Purchasing and General Services	2013/02/26 11:30 AM	Purchasing from Persons with Disabilities Advisory Board	Scheduled	No associated attachments
Department of Administrative Services	Purchasing and General Services	2013/03/20 02:00 PM	Purchasing from Persons with Disabilities Advisory Board	Scheduled	No associated attachments
Department of	Utah State Building Board	2013/02/06	Utah State Building Board Meeting	Scheduled	0 BB Agenda 1-28-13.pdf

5. The "Basic" (Browse) function is limited to a single selected Public Body and results show columns for Notice, Date of the meeting or hearing, Status of the meeting (scheduled or cancelled), and

Attachments. Results for the Advanced search function include column headings for Entity, Public Body, Date of the meeting or hearing, Status of the meeting (scheduled or cancelled), and Attachments.

6. To view a public notice, click on a notice.

Notice Details – Public Interface

The details of a public notice include:

- Entity name
- Public Body name
- Notice title
- Notice type
- Notice date and time
- Description/Agenda
- Notice of special accommodation
- Notice of electronic or telephone participation
- Other information
- Attachments
- Meeting location with mapping function
- Public Body contact information
- Date and time the notice was posted on the UPNW
- Date and time the last edit was made on the notice

The **Public Notice Details** page includes these options:

- Access the Public Body details
- Add the meeting to the electronic calendar
- Print a “Print Friendly” copy of the notice
- Email a copy of the notice to a friend
- Subscribe to the Public Body
- Connect to a Twitter account or Facebook page

The screenshot displays the Utah Public Notice Website interface. At the top, there is a navigation bar with links for 'About', 'Login', and 'Help'. Below this, a welcome message reads: 'Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Department of Administrative Services: State Records Committee'. It provides the following details:

- Entity:** Department of Administrative Services
- Public Body:** [State Records Committee](#)
- Subject:** Government Records
- Notice Title:** State Records Committee meeting
- Notice Type:** Notice, Meeting
- Notice Date & Time:** May 9, 2013 9:30 AM - 12:00 PM
- Description/Agenda:** State Records Committee Press Release

A detailed description follows: 'The State Records Committee will hold a meeting on Thursday, May 9, 2013. The meeting will be held in the Courtyard Meeting Room, State Archives Building, 346 South Rio Grande Street (450 West), Salt Lake City, Utah, beginning at 9:30 a.m. This is a public meeting, and anyone can attend. Committee business is scheduled.'

Below the description is a 'BUSINESS' section with several items:

- Approval of April 11, 2013, SRC Minutes, action item.
- Approval of retention schedules, action item
- New member for SRC, discussion and action
- SRC appeals received
- Cases in District Court
- Other Business

An 'ADJOURNMENT' section states: 'Next meeting tentatively scheduled for June 13, 2013.'

The page also includes sections for 'Notice of Special Accommodations', 'Notice of Electronic or telephone participation', and 'Other information'. The 'Other information' section notes: 'This notice was posted on: April 29, 2013 03:52 PM' and 'This notice was last edited on: May 08, 2013 12:08 PM'. There is a link to 'Please give us feedback'.

On the right side of the page, there are several utility sections:

- Meeting Location:** State Archives Building, 346 S Rio Grande St. Salt Lake City, 84101-1106. Includes a 'Map this!' link.
- Contact Information:** Susan Mumford, 8015313861, smumford@utah.gov
- Download Attachments:** Links to 'Series for May 2013 Approval.pdf' and 'May 2013 General Retention Schedule.pdf'.
- Audio File Address:** (Empty field)
- Subscription options:** 'Subscription options will send you alerts regarding future notices posted by this public body'. Includes links for 'RSS' and 'E-mail'.
- Options:** 'Add this notice to calendar', 'Print: Friendly', and 'Email this to a Friend'.
- Connect!** Includes 'Tweet' and 'Like' buttons.

At the bottom of the page, there is a footer with links: 'Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov' and 'Copyright © 2013 State of Utah. All rights reserved.'

Public Body Details & Subscription Options – Public Interface

To access the Public Body details, click on the Public Body name.
Public Body details list:

The screenshot shows the Utah Public Notice Website interface. At the top, there is a navigation bar with 'About', 'Login', and 'Help' links. Below the navigation bar is a welcome message: 'Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Public Body Details' and features the following information for the 'State Records Committee' (Department of Administrative Services):

- Contact Person: Susan Mumford
- Contact Email: smumford@utah.gov
- Contact Phone: 8015313861
- Address: 346 South Rio Grande Street, Salt Lake City 84101-1106
- Website: <http://www.archives.utah.gov>
- Other information: (empty field)

To the right of this information is a 'Subscribe to a public body' section with the text: 'You can subscribe to this public body and receive future notices.' Below this text are two subscription options: 'RSS' and 'Email Subscription', each with a corresponding icon. A link 'How do I use these options?' is also present.

Below the contact information is an 'Upcoming Notices' section with a table listing several notices:

Name	Date	Status	Attachments
State Records Committee meeting	2013/05/09 09:30 AM	Scheduled	Series for May 2013 approval.pdf May 2013 General Refention Schedule.pdf
State Records Committee Meeting	2013/04/11 09:30 AM	Scheduled	April 11, 2013 SRC Minutes Approved.pdf
State Records Committee meeting	2013/03/18 09:30 AM	Scheduled	February 14, 2013 SRC Minutes DRAFT.pdf
State Records Committee meeting	2013/02/14 09:30 AM	Scheduled	February 14, 2013 SRC Minutes Approved.pdf February 2013 series SRC approved.pdf
State Records Committee Meeting	2013/01/10 09:30 AM	Scheduled	January 10, 2013 SRC Minutes approved.pdf
State Records Committee Meeting	2012/12/13 09:30 AM	Scheduled	SRC Minutes December 13, 2012.pdf
State Records Committee Meeting	2012/11/15 09:30 AM	Scheduled	November 15, 2012 SRC Minutes approved.pdf

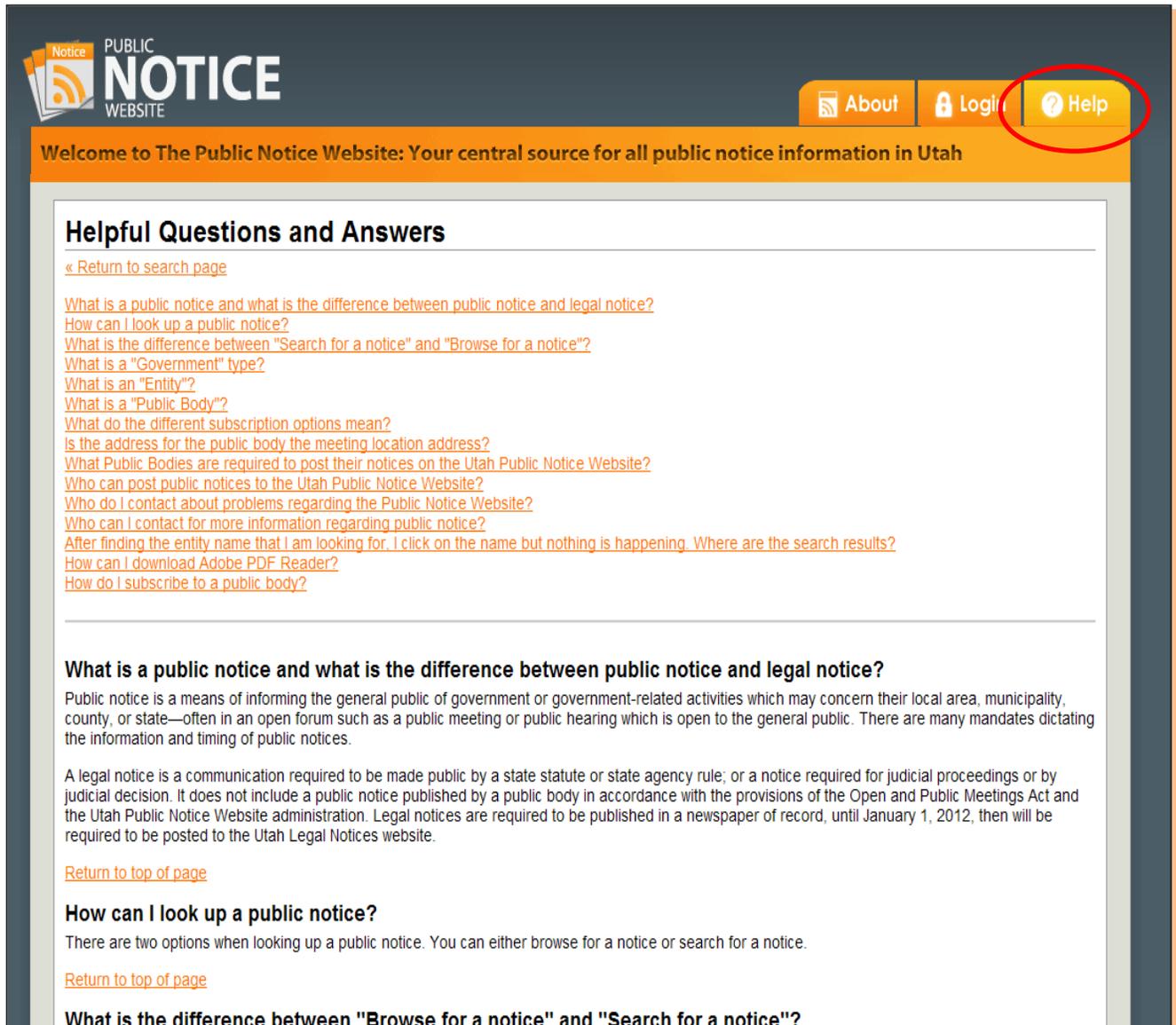
At the bottom of the page, there is a footer with links: 'Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov' and a copyright notice: 'Copyright © 2013 State of Utah. All rights reserved.'

- Contact name
- Contact email
- Contact phone number
- Address
- Website URL
- Subscription options

To subscribe to a Public Body, select the type of subscription wanted (RSS Feed or Email). Subscribing to a Public Body provides notifications of any new notices and updates to current notices published on the website for that Public Body.

Help – Public Interface

To view the help options, go to the home page and click on the “Help” tab in the upper, right-hand corner of the website. The help section answers frequently asked questions.



Notice PUBLIC NOTICE WEBSITE

About Login **Help**

Welcome to The Public Notice Website: Your central source for all public notice information in Utah

Helpful Questions and Answers

[« Return to search page](#)

[What is a public notice and what is the difference between public notice and legal notice?](#)
[How can I look up a public notice?](#)
[What is the difference between "Search for a notice" and "Browse for a notice"?](#)
[What is a "Government" type?](#)
[What is an "Entity"?](#)
[What is a "Public Body"?](#)
[What do the different subscription options mean?](#)
[Is the address for the public body the meeting location address?](#)
[What Public Bodies are required to post their notices on the Utah Public Notice Website?](#)
[Who can post public notices to the Utah Public Notice Website?](#)
[Who do I contact about problems regarding the Public Notice Website?](#)
[Who can I contact for more information regarding public notice?](#)
[After finding the entity name that I am looking for, I click on the name but nothing is happening. Where are the search results?](#)
[How can I download Adobe PDF Reader?](#)
[How do I subscribe to a public body?](#)

What is a public notice and what is the difference between public notice and legal notice?

Public notice is a means of informing the general public of government or government-related activities which may concern their local area, municipality, county, or state—often in an open forum such as a public meeting or public hearing which is open to the general public. There are many mandates dictating the information and timing of public notices.

A legal notice is a communication required to be made public by a state statute or state agency rule; or a notice required for judicial proceedings or by judicial decision. It does not include a public notice published by a public body in accordance with the provisions of the Open and Public Meetings Act and the Utah Public Notice Website administration. Legal notices are required to be published in a newspaper of record, until January 1, 2012, then will be required to be posted to the Utah Legal Notices website.

[Return to top of page](#)

How can I look up a public notice?

There are two options when looking up a public notice. You can either browse for a notice or search for a notice.

[Return to top of page](#)

What is the difference between "Browse for a notice" and "Search for a notice"?

Administrative Interface Login

The administrative interface is the part of the website where Owners and Posters may enter, edit, publish, and otherwise work to post notices.

1. Type <http://utah.gov/pmn> into the web browser.

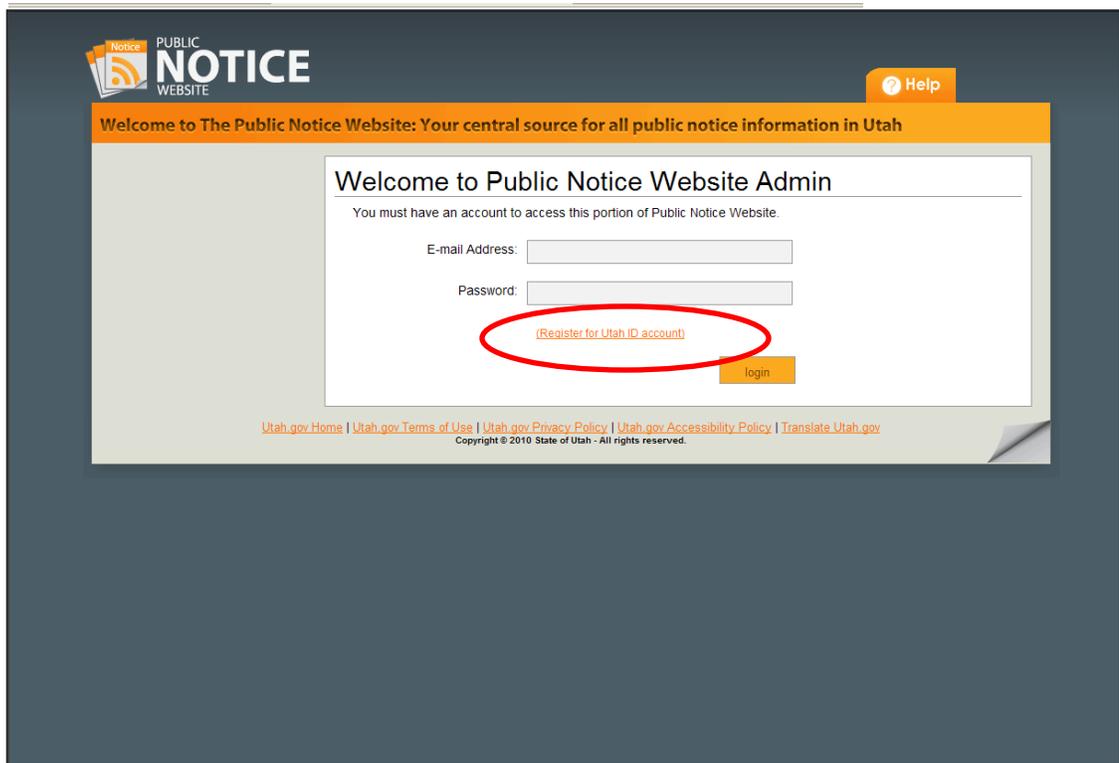
The screenshot shows the Utah Public Notice Website's administrative interface. At the top right, the navigation menu includes 'About', 'Login', and 'Help', with 'Login' highlighted by a red circle. Below this is a search section titled 'Find a Notice' with an 'Advanced Search' button. The search area is divided into three columns: 'Government', 'Entity', and 'Public Body(s)'. The 'Government' dropdown is open, showing options like 'State', 'County', 'Cities', 'Schools', and 'Special Districts'. The 'Entity' dropdown is empty and contains the text 'Select a government type on the left' with a left-pointing arrow. Below the search area are three informational boxes: 'Understanding Notices' (with a definition for 'Public Body'), 'Public Information' (explaining the website's purpose), and 'About Public Notice Website' (providing legal references and training information). At the bottom, there is a 'Create Your Own Public Notice Widget' button and a footer with various links and a copyright notice.

2. Users must have an account to access this portion of the UPNW.
3. If you have a Utah Master Directory (UMD) account, you can enter your email address and password here. If you are a state employee with a @utah.gov email address, you can enter your LAN password.

First-Time Users

New users must be added by an Owner or the UPNW Administrator. A Utah Master Directory (UMD) account is necessary to complete the two-step registration process *before* you can log in.

1. To create an UMD account, click on the "Register for UMD account" link. *All Owners and Posters must have a UMD login account to continue.*
2. Click on "Register Here."



PUBLIC NOTICE WEBSITE Help

Welcome to The Public Notice Website: Your central source for all public notice information in Utah

Welcome to Public Notice Website Admin

You must have an account to access this portion of Public Notice Website.

E-mail Address:

Password:

[\(Register for Utah ID account\)](#)

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Enter first name, last name, Utah-ID, password, email address, and security questions and answers. Click "Create."

Steps needed to Access:
Mini Portal

(1) Create Account
(2) Activate Account

• Return to Login

* = Required Fields

Create Your Utah-ID

*FirstName:

*LastName:

Your Utah-ID will be your Login-ID,
you may select any unique name to identify your account.
You may use letters, numbers, and the underscore character.
Do not use your email address.

*Utah-ID:

Your Password must be eight characters or more; case does not matter.

*Password:

*Verify Password:

Password Strength:

Password strength can be improved
by adding numbers and special characters.

Contact Information

*Email Address:

Alternate Email Address:

Note: Security is improved if you provide an Alternate Email Address.
Password Recovery messages are sent to both email addresses.
If one email account is compromised, you can discover the attempt
by messages in the other email account.

3. After clicking "Create," the following message appears: "An email containing instructions to completing your account setup has been sent to the email you provided."
4. You will receive a confirmation email with the subject line of "New User Creation."
5. In the confirmation email, there will be a link and a 4-character validation code. Click on the link, and log in with your primary email address and the password you created during registration.
6. After logging in, the information you entered will be displayed. Click on the "validate" link in red to the right of your email address.
7. Enter the 4-character validation code that was in the email. Please be aware that codes are case sensitive. Click "Save." You will receive a confirmation: "Your account has been validated."
8. After the user account is created, you can log in to the Public Notice Website, <http://utah.gov/pmnr>, using your email address.
9. If your email address changes, you must update your UMD account.

Requesting Owner or Poster Access

If you are not entered as an Owner or Poster into the UPNW (either by the Administrator or the Entity Owner), you must request either Owner or Poster access first.

If the Entity is not listed, please click on the “**Entities, Add**” link. All requests for Owner access and entities will be sent to the Administrator for approval.

To request Poster access, click on the “**Poster, Add**” link. The request will be sent to the Entity Owner for approval. If the Public Body is not listed, please click on the “**Public Body, Add**” link. All requests for Poster access and Public Bodies will be sent to the Owner for approval. If you do not have an Owner for the Entity, please contact the Administrator.

After you have obtained Owner or Poster access, you will be able to log in to the UPNW and see the dashboard.

Owner Administrative Interface

The Owner dashboard displays the navigation related to Owner rights. Navigation of the application can be found on the left of every page in the administrative portion of the website.

The screenshot displays the Owner Administrative Interface for the Public Notice Website. The interface is structured as follows:

- Header:** Includes the "PUBLIC NOTICE WEBSITE" logo and "Help" and "Log Out" buttons.
- Banner:** A yellow banner with the text: "Welcome to the Public Notice Website: Your central source for all public notice information in Utah".
- Left Sidebar (Public Notices):** A navigation menu with sections for:
 - Notices:** Add, Search
 - Entity:** Add, Search
 - Owner:** Add, Search, Pending
 - Public Body:** Add, Search, PendingA red circle highlights the "Add" and "Search" links for the "Public Body" section.
- Main Menu:** Contains a welcome message, a prompt to pick an option from the menu, and a warning box: "The Public Notice Website has been enhanced to allow the posting of audio files with notices. Please take advantage of this new service when adding a new notice or editing an existing notice."
- Footer:** Includes links to "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", "Utah.gov Accessibility Policy", and "Translate Utah.gov", along with a copyright notice: "Copyright © 2013 State of Utah - All rights reserved."

An Owner will want to add all the Entity's Public Bodies into the system first. Before adding a new Public Body, the Owner should *check to see what public bodies already exist in the system to avoid duplicate entries*. Duplicate entries can only be deleted by the Administrator.

Searching for Existing Public Bodies

1. In the **Public Bodies** section, click on “Search.”
2. Enter in the government type and Entity, and click “Show Results.” This will generate a list of all Public Bodies for that specific Entity.

The screenshot displays the 'Public Notice Website' interface. At the top left is the logo with the text 'Notice PUBLIC NOTICE WEBSITE'. To the right are 'Help' and 'Logout' buttons. A banner below the logo reads 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into two sections. On the left is a navigation menu with categories: 'Public Notices' (sub-sections: Notices, Dashboard, Add, Search, Drafts, Published, Pending), 'Owner' (sub-sections: Add, Search, Pending), 'Public Bodies' (sub-sections: Add, Search, Pending), 'Poster' (sub-sections: Add, Search, Pending), and 'Other' (sub-sections: Request Entity, Request Public Body, Request Owner Access, Request Poster Access). The 'Public Bodies' section is circled in red. On the right is the 'Public Bodies: Search' form. It contains three input fields: 'Government Type: -- Please select government type --', 'Entity: -- Please select entity --', and 'Public Body:'. Below these fields is a 'Show Results' button, which is also circled in red. Underneath the form is a 'Search Results' section with a table header containing 'Name:' and 'Options:'. The table body contains the text 'No results found.'. At the bottom of the page, there are links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice: 'Copyright © 2010 State of Utah - All rights reserved.'

If a list of Public Bodies appears, click on the “Edit” button to see or make changes to the Public Body information. If no listings appear, please skip to Step #5.

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Public Bodies: Search'. It includes a search form with the following fields:

- Government Type: State (dropdown menu)
- Entity: Department of Administrative Services (dropdown menu)
- Public Body: (text input field)
- Show Results (button)

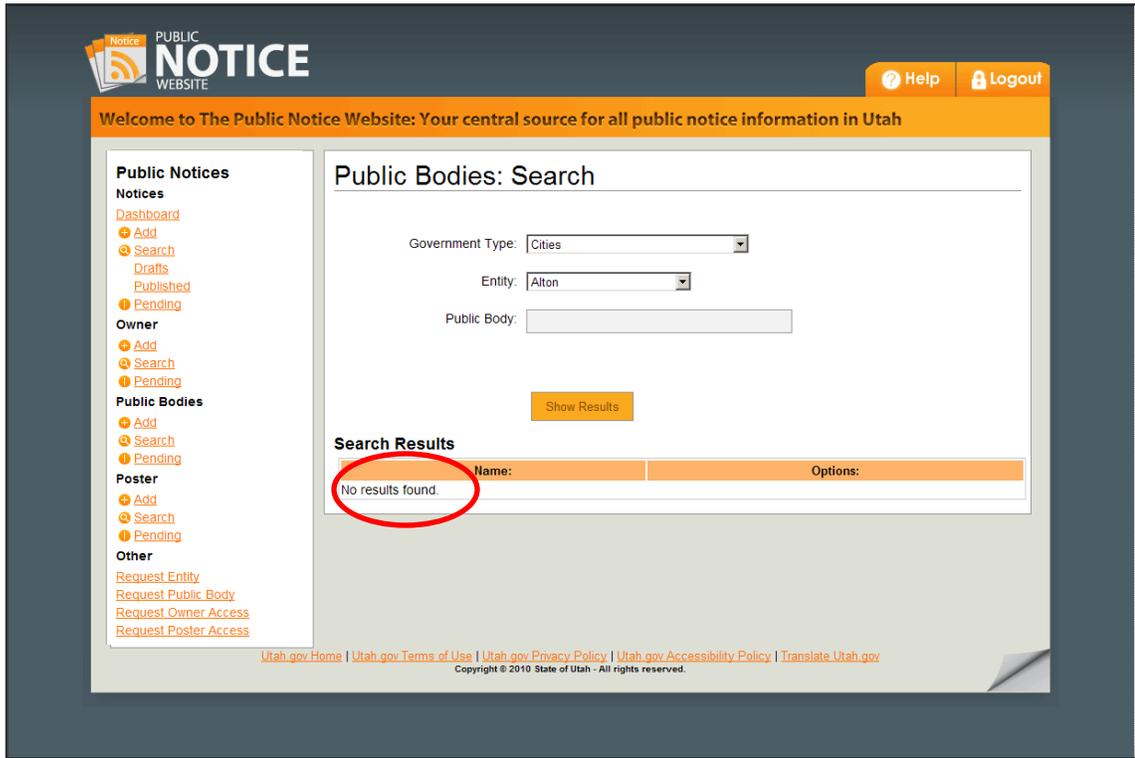
Below the search form is a 'Search Results' section with a table. The table has two columns: 'Name:' and 'Options:'. The 'Options' column contains 'Edit' and 'Delete' buttons for each row. The first row's 'Edit' button is circled in red.

Name:	Options:
Indigent Defense Fund Board Meeting	Edit Delete
Judicial Conduct Commission	Edit Delete
Motor Vehicle Review Committee	Edit Delete
Purchasing and General Services	Edit Delete
Purchasing From People With Disabilities Advisory Board	Edit Delete
Rate Committee	Edit Delete
State Records Committee	Edit Delete
THIS IS A TEST PUBLIC BODY	Edit Delete
Transparency Board	Edit Delete
Utah Procurement Policy Board	Edit Delete
Utah State Building Board	Edit Delete
Utah State Historical Records Advisory Board	Edit Delete
Utah State Privatization Policy Board	Edit Delete

- The “**Public Bodies, Edit**” screen will give information previously entered by an Owner or the Administrator. Most of the information is editable. The following fields can be edited: Public Body name, street address, city, county, ZIP code, website URL, start and end date (dates the Public Body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, and contact name, phone number, and email. Click on “Save” at the bottom of the screen.

Please note...once a Public Body is added, it can only be deleted by the Administrator.

4. If there are no listings for the Public Body in the search results, add the Public Body to the Entity.



Adding a New Public Body

The first task an Owner should complete is to add the Public Bodies for the Entity. If there are no Public Bodies in the system, or some are missing, add a new Public Body.

1. Click on “**Public Bodies, Add.**”

The screenshot shows the 'Public Notice Website' interface. The top navigation bar includes 'Notice PUBLIC NOTICE WEBSITE', 'Help', and 'Logout'. A welcome message reads: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The left sidebar contains a menu with categories: 'Public Notices', 'Owner', 'Public Bodies', 'Poster', and 'Other'. The 'Public Bodies' category is circled in red, and its 'Add' link is highlighted. The main content area is titled 'Public Bodies: Add' and contains a form with the following fields: 'Public Body Name *', 'Type *' (dropdown), 'Governing Entity *' (dropdown), 'Street Address *', 'Street Address 2', 'City *', 'County *', 'Zip Code *', 'Website', 'Start Date', 'End Date', and 'ADA *' (text area). A note above the form states: 'Note: Items marked with an * are required'.

2. Fill in the information (required information is marked with an asterisk*):
 - Public Body name* (should be the official Public Body name. Spell out acronyms and abbreviations; there is no limit to the character length).
 - Type* (select from drop-down list).
 - Governing Entity* (select Entity name from drop-down list).
 - Street address* (this is the street address for the office of the Public Body; this can also include the mailing address in Street address 2).
 - City*
 - County*
 - ZIP Code*
 - Website URL
 - Start date and end date (these dates relate to the active dates of a Public Body, such as if the Public Body was created for only a few years and is no longer active).
 - ADA* (Americans with Disabilities Act statement or Notice of Special Accommodation). (See [Americans with Disabilities Act](#), Part A—Prohibition Against Discrimination and Other Generally Applicable

Provisions; Subchapter II, Public Services; [Sec. 12132](#), Discrimination.)

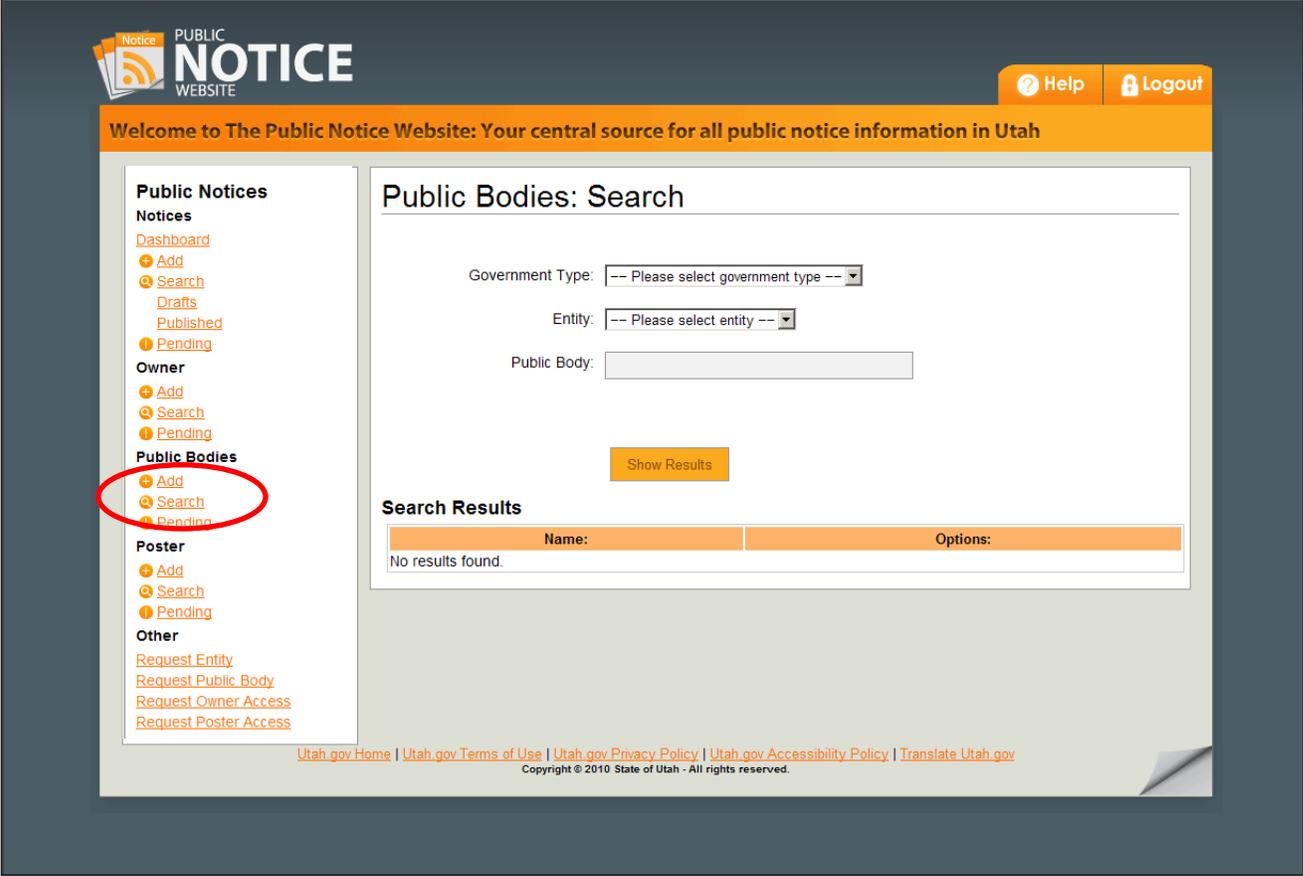
- Electronic Participation* (statement of the body's resolution, rule, or ordinance on board members participating by electronic means; if there is no resolution, rule, or ordinance, put NA). (See [Utah Code 52-4-207\(2\)](#).)
 - Other (any important information for the notice that does not have a specific field).
 - Newspaper subscriptions (to receive notifications for posted notices)
 - Contact person, email, phone number* (the name of the person the public can contact with questions regarding the Public Body, meetings, hearings, or other matters; the contact is not necessarily the Poster).
3. When the required information is completed, click "Save."

Please note that information entered into the ADA, Electronic Participation, or other fields creates default information for all notices created under that Public Body. This saves the Poster the need of re-typing in this information with every new notice. This information can be changed for specific notices if it does not apply to a particular notice, but the default information will not be changed.

Editing a Public Body

Most of the information for a Public Body is editable.

1. In the **Public Bodies** section, click on "Search."



The screenshot displays the 'Public Notice Website' interface. The header includes the logo and navigation links for 'Help' and 'Logout'. A banner reads 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Public Bodies: Search'. It features three search criteria: 'Government Type' (dropdown menu), 'Entity' (dropdown menu), and 'Public Body' (text input field). A 'Show Results' button is positioned below these fields. The 'Search Results' section shows a table with columns for 'Name' and 'Options', and a message stating 'No results found.'. On the left sidebar, the 'Public Bodies' section is expanded, and the 'Search' link is circled in red. The footer contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010 State of Utah.

2. Enter in the government type and Entity, and click "Show Results." Choose the Public Body from the list or type in the name of the Public Body to edit. Click "Edit."

The screenshot displays the 'Public Notice Website' interface. At the top, there is a logo for 'PUBLIC NOTICE WEBSITE' and navigation links for 'Help' and 'Logout'. A banner below the logo reads 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into a left sidebar and a central search area. The sidebar contains sections for 'Public Notices', 'Notices', 'Dashboard', 'Owner', 'Public Bodies', 'Poster', and 'Other', each with sub-links like 'Add', 'Search', and 'Pending'. The central search area is titled 'Public Bodies: Search' and contains a form with three dropdown menus: 'Government Type' (set to 'State'), 'Entity' (set to 'Department of Administrative Services'), and 'Public Body' (set to 'State Records Committee'). A 'Show Results' button is located below the form. The search results section shows a table with one entry: 'State Records Committee'. To the right of this entry, under the 'Options' column, are 'Edit' and 'Delete' buttons, which are circled in red in the image.

3. The “**Public Bodies, Edit**” screen will give the information entered previously by an Owner or the Administrator. Most of this information can be edited.
4. The following fields can be edited: Public Body name, street address, city, county, ZIP code, website URL, start and end date (Dates that the Public Body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, contact name, phone number, and contact email.

5. After changing information, click "Save."

PUBLIC NOTICE WEBSITE Help Log Out

Welcome to the Public Notice Website: Your central source for all public notice information in Utah.

Public Notices

- Notices
 - Add
 - Search
- Entity
 - Add
 - Search
- Owner
 - Add
 - Search
 - Pending
- Public Body
 - Add
 - Search
 - Pending
- Poster
 - Add
 - Search
 - Pending

Public Body: Edit

Public Body Name: * State Records Committee

Governing Entity: * Department of Administrative Services

Street Address: * 346 South Rio Grande Street

Street Address 2: *

City: * Salt Lake City

County: * Salt Lake

Zip Code: * 84101-1106

Website: http://www.archives.utah.gov

Start Date: *

End Date: *

ADA: * In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Susan Mumford at the Utah State Archives and Records Services, 346 S. Rio Grande, Salt Lake City, Utah 84101, or call 531-3861, at least three days prior to the meeting.

Electronic Participation: * One or more members of the State Records Committee may participate electronically or telephonically pursuant to Utah Code 52-4-207(2) and Administrative Rule 35-1-2. Please direct any questions or comments to: State Records Committee, Utah State Archives, 346 S. Rio Grande, Salt Lake City, Utah 84101 (801) 531-3861.

User Other: *

Newspaper subscriptions:

- Beaver County Journal
- Blue Mountain Panorama
- Box Elder News Journal
- Daily Herald
- Daily Universe (Brigham Young University)
- Daily Utah Chronicle (University of Utah)

Contact Name: * Susan Mumford

Contact Email: * amumford@utah.gov

Contact Phone: 801-531-3861

Save Cancel

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Innovate Utah.gov](#)

Pending Public Bodies

Once a Public Body has been requested to be added to the system by an Owner, Poster, or Pending Owner/Poster, the request will show up in the “**Public Bodies, Pending**” section.

The screenshot shows the PUBLIC NOTICE WEBSITE interface. The main content area is titled "Public Bodies: Pending" and contains a table of pending records. The table has columns for Public Body, City, and County, and actions like Approve and Decline. A red circle highlights the "Approve" and "Decline" links for the first row.

Public Body:	City:	County:	
Milford Elementary School Community Council	Milford	Beaver	Approve Decline
JAG Grant Public Hearing	Duchesne	Duchesne	Approve Decline
Bail Bond Recovery Licensure Board	Taylorville	Salt Lake	Approve Decline
Deputy Sheriff Merit Commission	Salt Lake City	Salt Lake	Approve Decline
Metro Fire	Sandy	Salt Lake	Approve Decline

1. An Owner may either approve or decline pending Public Bodies. If declined, the Public Body will not be added to the system (though it can be added later if accidentally declined). If an Owner approves the request, the Public Body will be added to the system. ***Please be absolutely sure that the Public Body does not already exist*** if you click “Approve,” as duplicates can only be deleted from the system by the Administrator.

Adding an Additional Owner

There are times when an Owner is unavailable, such as in cases of a prolonged absence, vacation, or illness. Therefore, Owners have the ability to add an additional Owner for the Entity. The number of Owners is restricted to two people so the Entity can maintain control over the Entity's information.

To Add an Owner

1. In the **Owner** section, click "Add."
2. Enter in the person's first and last name, email address, and select the Entity information. Please note that the email address must correspond with the email address used to log in to the UPNW. After you have entered the information, click "Add."

The screenshot displays the 'Public Notice Website' interface. The main content area is titled 'Owners: Add' and includes a success message: 'Successfully added owner.' Below this, there are several input fields: 'First Name: *' (containing 'Susan'), 'Last Name: *' (containing 'Mumford'), 'Email Address: *' (containing 'smumford@utah.gov'), 'Government Type: *' (a dropdown menu set to 'State'), and 'Entity: *' (a dropdown menu set to 'Department of Administrative Services'). At the bottom of the form, there are two buttons: 'Add' and 'Cancel', both of which are circled in red. On the left side of the page, there is a navigation menu with sections for 'Public Notices', 'Entities', 'Owner', 'Public Bodies', 'Poster', and 'Reports'. The 'Add' link under the 'Owner' section is also circled in red. The footer of the page contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010.

- When an Owner is added successfully, the confirmation message "Successfully added Owner" appears. If information is missing, a message states, for example, "Email address is required." If the person is already an Owner for this Entity, the message "User is already Owner of this Entity" appears.

The screenshot displays the 'Owners: Add' form on the Public Notice Website. The form is titled 'Owners: Add' and includes a sub-header '(Fields marked with * are required for adding an owner)'. A red circle highlights the message 'Successfully added owner.' which appears above the input fields. The form contains the following fields:

- First Name: * (Text input: Susan)
- Last Name: * (Text input: Mumford)
- Email Address: * (Text input: smumford@utah.gov)
- Government Type: * (Dropdown menu: State)
- Entity: * (Dropdown menu: Department of Administrative Services)

At the bottom of the form are two buttons: 'Add' and 'Cancel'. The left sidebar contains navigation links for 'Public Notices', 'Owner', 'Public Bodies', 'Poster', and 'Other'. The footer includes links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010 State of Utah.

Searching for an Owner

To edit or delete an Owner, first search for the Owner.

1. In the **Owner** section, click "Search."
2. The system allows a search by first name, last name, and/or email address. Enter in the fields, and click "Show Results."
3. Results appear below the search fields.

The screenshot displays the Public Notice Website interface. The top navigation bar includes the logo and the text "PUBLIC NOTICE WEBSITE". On the right, there are "Help" and "Log Out" buttons. A welcome message reads: "Welcome to the Public Notice Website: Your central source for all public notice information in Utah".

The main content area is titled "Owner: Search". It contains four input fields: "First Name:", "Last Name:" (with "mumford" entered), "Email:", and "Entity:". Below these fields is a "Show Results" button. The search results are displayed in a table with the following data:

Name:	Email:	Entity:	Options:
Mumford, Susan	smumford@utah.gov	Department of Administrative Services	

The left sidebar contains a "Public Notices" section with sub-sections: "Notices", "Entity", "Owner", "Public Body", and "Poster". Each sub-section has "Add", "Search", and "Pending" options. The "Owner" section is highlighted with a red oval.

At the bottom of the page, there are links for "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", "Utah.gov Accessibility Policy", and "Translate Utah.gov". A copyright notice at the very bottom reads: "Copyright © 2013 State of Utah - All rights reserved."

Editing/Deleting an Owner

It is possible to edit an Owner's first or last name or assign them to an additional Entity (if they own more than one Entity). To change the Owner's email address, delete it and then re-add the correct email address. (Note: Whenever an email address used on the UPNW is changed it is necessary to update the Utah Master Directory (UMD) account, see pages 20-21.)

1. First, complete a search to find the Owner. See previous section on how to search for an Owner.
2. When the Owner is located in the system, click on the Edit icon  to change the first or last name or to assign the Owner to an additional Entity.
3. Make the required name changes and click "Save;" click "Assign to Another Entity," make selection, and click "Save;" OR click the Delete icon . All changes are immediate. A person deleted by accident must be re-added into the system.

Pending Owners

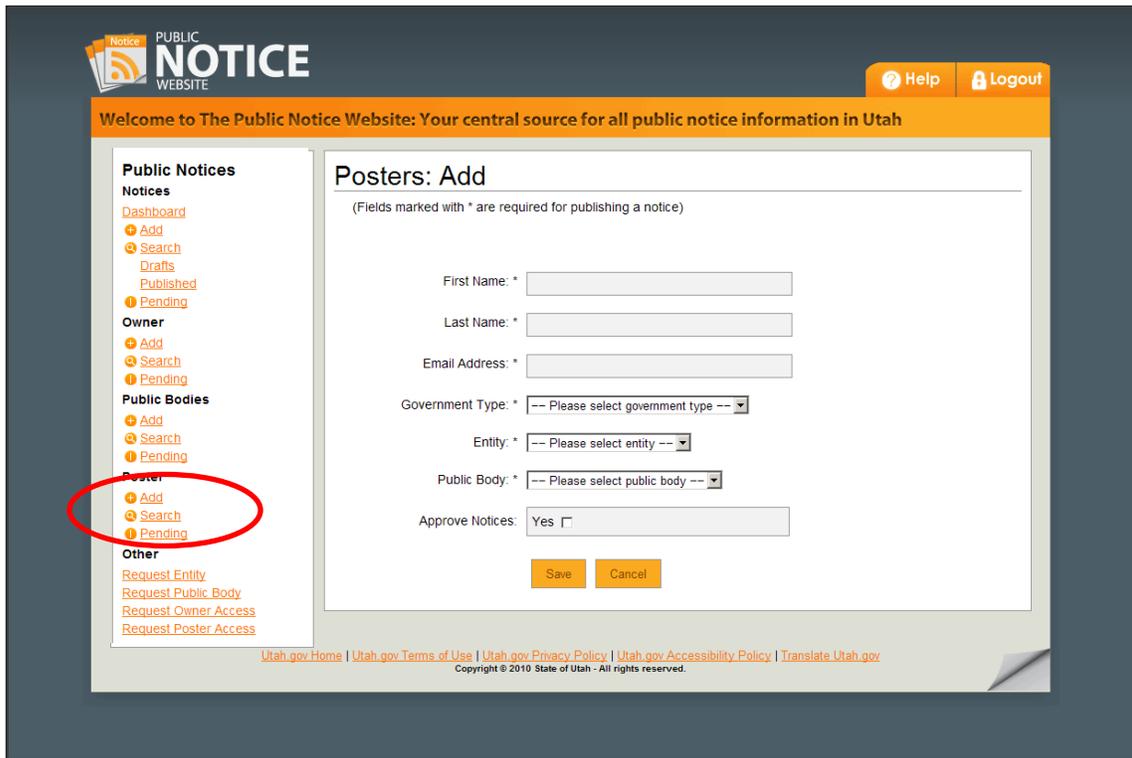
Requests for Owner access show up in the **Owner** section under "Pending."

To approve an Owner for the Entity, click "Approve." If unsure who the person is or if the person should not be an Owner for the Entity, click "Decline." Care should be given in approving an Owner, as they will have access to all of the Entity's information on the UPNW. When in doubt, click "Decline." They can be added later if needed. An Owner can add a backup Owner.

Adding a Poster

To add a Poster to the system, the Public Body that the Poster will be associated with must be in the system.

1. In the **Poster** section, click “Add.”



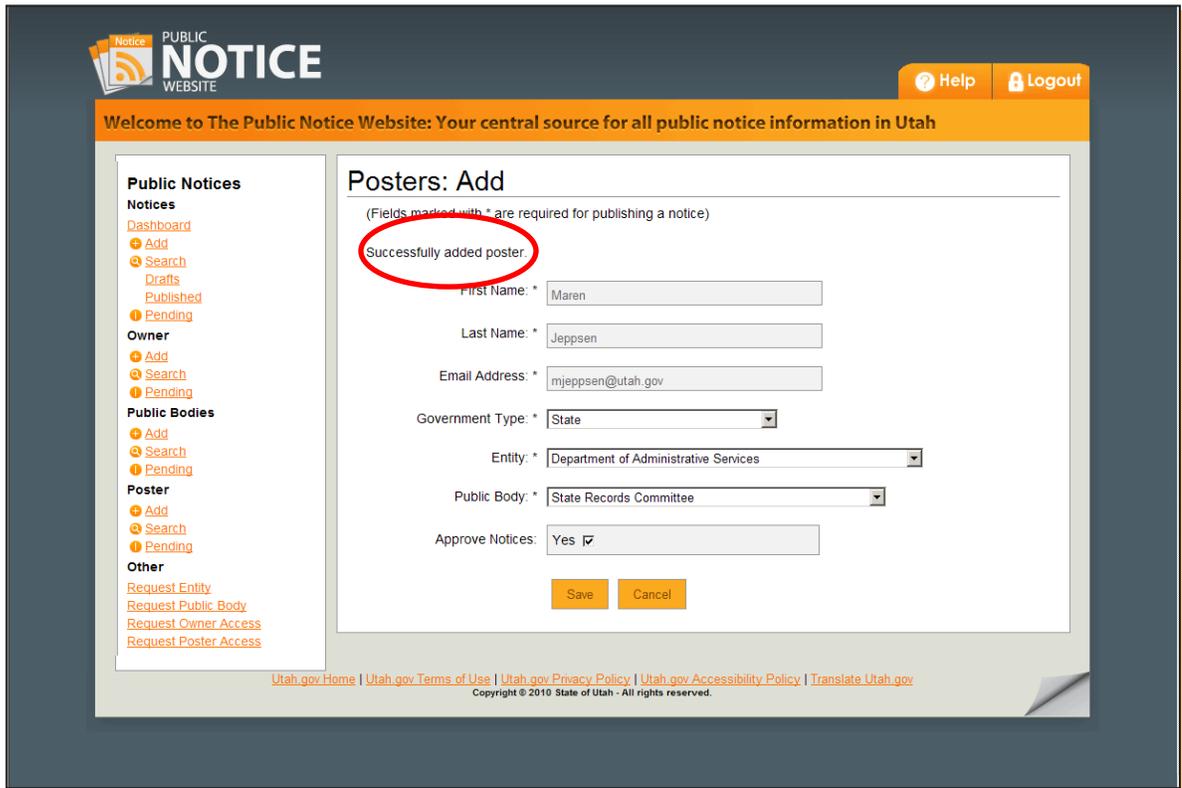
The screenshot displays the 'Public Notice Website' interface. The main content area is titled 'Posters: Add' and includes a note: '(Fields marked with * are required for publishing a notice)'. The form contains the following fields:

- First Name: * (text input)
- Last Name: * (text input)
- Email Address: * (text input)
- Government Type: * (dropdown menu with text: '-- Please select government type --')
- Entity: * (dropdown menu with text: '-- Please select entity --')
- Public Body: * (dropdown menu with text: '-- Please select public body --')
- Approve Notices: Yes

At the bottom of the form are 'Save' and 'Cancel' buttons. On the left sidebar, the 'Poster' section is highlighted with a red circle, and the 'Add' link is visible. The footer contains links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with the copyright notice: 'Copyright © 2010 State of Utah - All rights reserved.'

2. Enter the Poster's first and last name and email address. The email address must correspond to the email address that the Poster will use to log in to UPNW. Select the government type, Entity name, and Public Body the Poster will be associated with from the drop-down selections.
3. Click the “Yes” box to give the Poster the ability to approve their own notices if applicable (this provides access rights to be able to post notices without the Owner's prior approval). After the required information is entered, click “Save.”

- Once the Poster is added to the Public Body successfully, the confirmation message "Successfully added Poster" appears.



5. If the individual is already registered as a Poster for that Public Body, the message "User is already poster of this Public Body" appears.

The screenshot shows the 'Public Notice Website' interface. The main heading is 'Public Notices' with a sub-heading 'Posters: Add'. A red circle highlights the error message: 'User is already poster of this public body.' Below this message is a note: '(Fields marked with * are required for publishing a notice)'. The form contains the following fields:

- First Name: * Susan
- Last Name: * Mumford
- Email Address: * smumford@utah.gov
- Government Type: * State
- Entity: * Department of Administrative Services
- Public Body: * State Records Committee
- Approve Notices: Yes

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The footer includes links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with the copyright notice 'Copyright © 2010 State of Utah - All rights reserved.'

6. To add a Poster to multiple Public Bodies, search for the Poster, then simply change the Public Body name and then click "Save".
7. Continue until you have added the Poster to all of the Public Bodies you wish.

Searching for a Poster

To see a list of Posters or change any Poster information, first do a search.

1. In the **Poster** section, click "Search." The last Poster added to the system will appear in the search results. To search for a different Poster, select the government type, Entity name, Public Body name, and first or last name. Click "Show Results."

The screenshot shows the 'PUBLIC NOTICE WEBSITE' interface. The sidebar on the left has a 'Poster' section with 'Add', 'Search', and 'Pending' options. The 'Search' option is circled in red. The main content area is titled 'Posters: Search' and contains a search form with the following fields: Government Type (State), Entity (Department of Administrative Services), Public Body (State Records Committee), First Name, and Last Name. A 'Show Results' button is circled in red. Below the form is a 'Search Results' table with two entries: Maren Jeppsen and Susan Mumford, both associated with the State Records Committee. Each entry has an 'Edit' button. The footer contains links to Utah.gov Home, Terms of Use, Privacy Policy, Accessibility Policy, and Translate Utah.gov, along with a copyright notice for 2010 State of Utah.

Editing Poster Information & Deleting Poster

To edit Poster information, first search for the Poster (see previous section).

1. After locating the Poster in the system, click on the "Edit" button.
2. The Poster's first name, last name, and approval rights can be edited. Click "Save" to update the system.
3. To assign the Poster to an additional Public Body, click "Assign to another Public Body." To change the email address for a Poster, first delete the name and then re-add. (Note: Whenever an email address used on the UPNW is changed it is necessary to update the Utah Master Directory (UMD) account, see pages 20-21.)
4. To delete the Poster from a Public Body, click "Delete this Poster" on the screen. The Poster will be removed from that specific Public Body only. If the Poster is associated with multiple Public Bodies, click the "Delete this Poster" option next to the name for each Public Body.
5. After deleting the Poster, the message "Poster has been deleted" appears.

Adding a Poster to Multiple Public Bodies

There are a few ways to add a Poster to multiple Public Bodies.

1. If entering the Poster for the first time, follow the directions for adding a Poster to a Public Body (see section on "Adding a Poster").
2. If you have already entered the Poster in the system, you must first search for the Poster (see section on "Searching for a Poster").
3. After locating the Poster in the system, click "Edit."
4. Click "Assign to another Public Body." This action will assign the Poster to an additional Public Body.

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Poster: Edit' and contains the following fields and options:

- First Name: Susan
- Last Name: Mumford
- Email Address: smumford@utah.gov
- Public Body: State Records Committee
- Can Approve Notice:

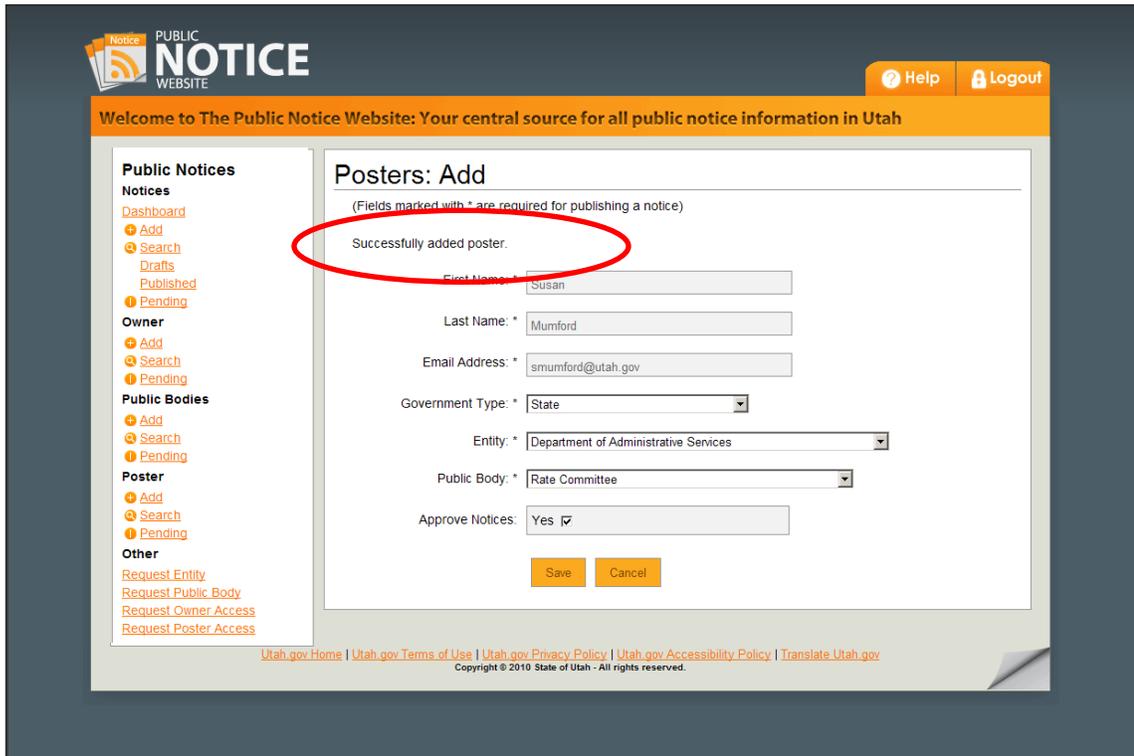
At the bottom of the form are four buttons: 'Save', 'Cancel', 'Assign to another public body' (circled in red), and 'Delete this Poster'.

On the left side, there is a sidebar with the following sections:

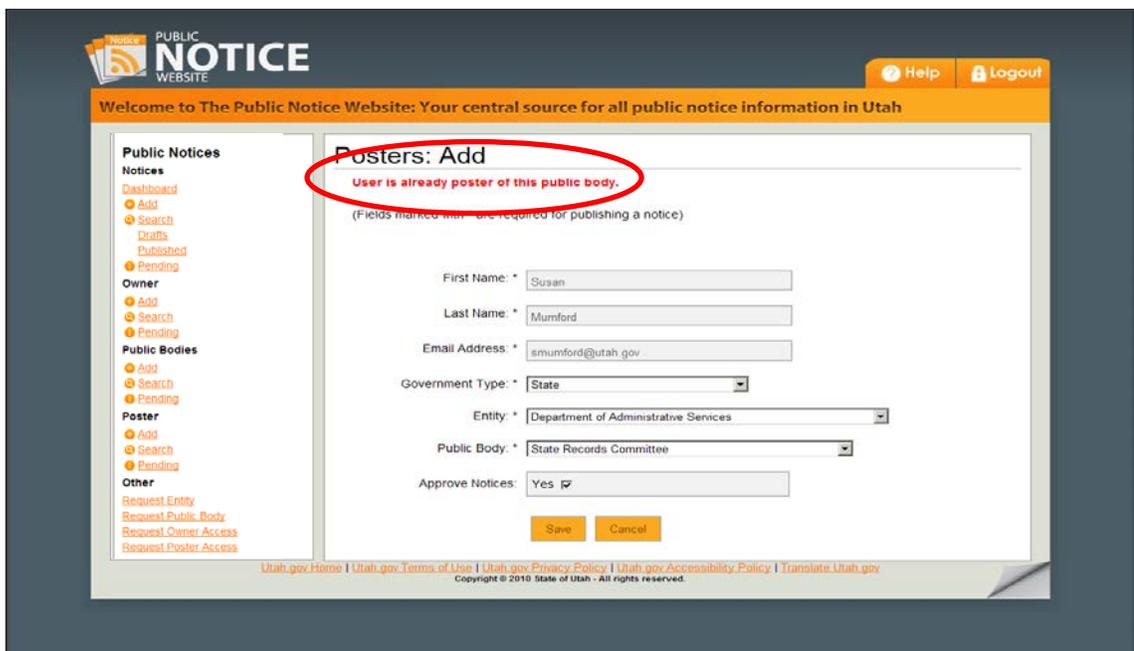
- Public Notices
 - Notices
 - + Add
 - 🔍 Search
 - Entity
 - + Add
 - 🔍 Search
 - Owner
 - + Add
 - 🔍 Search
 - 📌 Pending
 - Public Body
 - + Add
 - 🔍 Search
 - 📌 Pending
 - Poster
 - + Add
 - 🔍 Search
 - 📌 Pending

At the bottom of the page, there are links for [Utah.gov Home](#), [Utah.gov Terms of Use](#), [Utah.gov Privacy Policy](#), [Utah.gov Accessibility Policy](#), and [Translate Utah.gov](#). Below these links is the copyright notice: Copyright © 2013 State of Utah - All rights reserved.

- Once successfully added, a confirmation message will appear: "Successfully added Poster."



- If the Poster is already registered as a Poster for the Public Body, the confirmation message "User is already Poster of this Public Body" appears.



Poster Administrative Interface

Posters will have fewer available options in their dashboard than an Owner. This is due to the different levels of access that a Poster has versus an Owner. The Poster is granted access by the Owner of the Public Body, and the Poster's screen looks like the screen below.

PUBLIC NOTICE WEBSITE Help Logout

Welcome to The Public Notice Website: Your central source for all public notice information in Utah

Public Notices

Notices

- [Dashboard](#)
- [Add](#)
- [Search](#)
- [Drafts](#)
- [Published](#)
- [Pending](#)

Other

- [Request Entity](#)
- [Request Public Body](#)
- [Request Owner Access](#)
- [Request Poster Access](#)

Main Menu

Welcome to the Public Notice Website: Admin Module. Please pick desired option from the menu on the left.

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#)
Copyright © 2010 State of Utah - All rights reserved.

Notices

The **Notices** section has all of the links for adding, editing, searching, cancelling, and accessing drafts for public notices. Please post notices 48 hours before the required time frame for the particular notice to allow for instances of system difficulties.

Adding a New Public Notice

1. To add a new public notice to the website, click “Add” in the **Notices** section.

The screenshot shows the 'Public Notice Website' interface. The top navigation bar includes 'Notice PUBLIC NOTICE WEBSITE', 'Help', and 'Logout'. A welcome message reads: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The left sidebar contains a 'Public Notices' section with a red circle around the 'Add' link, and other sections like 'Entities', 'Owner', 'Public Bodies', 'Poster', and 'Reports'. The main content area is titled 'Notices: Add' and contains a form with the following fields:

- Notice Title:
- Government Type: *
- Entity: *
- Public Body: *
- Notice Subject: *
- Notice Subject 2:
- Notice Type: * Notice Meeting Hearing Bond
- Street Address: *
- Street Address continued:
- City: *
- Zip:
- Start Date: *

Note: Items marked with an asterisk * are required.

2. On this screen, fill in all of the information for the notice. Required fields are marked with an asterisk *. All fields have unlimited character length. It is recommended to type the notice into a word processing program, spell check, and copy and paste the corresponding portion into the correct field. Symbols, such as bullets, are not accepted by the UPNW so do not use them.
 - a. *Notice title:* This is the title of the notice and can be descriptive. The notice title is one of the two fields (description/agenda is the other) that is searched by the keyword search, so it is recommended to be descriptive. For example, if someone searches using the keyword “water” and you have “Water Board” in the meeting title, the chances of finding the meeting are greatly

increased. Meeting titles could be "State Records Committee Monthly Meeting" or "Salt Lake City Council Meeting," etc. Including the date in the title is unnecessary as it duplicates information in the date field.

- b. *Government type**: Select the government type of the meeting (state, county, cities, schools, or special districts). After selecting a government type, a list will be generated of entities that you have permission to post for in the Entity field.
- c. *Entity**: Select the name of the Entity for which you are posting; e.g., Department of Administrative Services, Salt Lake City, or South Davis Sewer District. After selecting an Entity name, a list of Public Bodies for that Entity will be generated for which you have permission to post.
- d. *Public Body name**: Select the name of the Public Body for which you are posting.
- e. *Subject (two fields) **: Topic or subject of the notice, such as "budget," "water and irrigation," or "zoning."
- f. *Type**: The type of notice.
- g. *Street address**: Location of the meeting. In order to obtain a map result when the public uses the mapping function, enter the street address of the meeting location in this field.
- h. *Street address 2*: Specific attributes associated with the notices, such as the room number, building name, etc.
- i. *City**: City where the meeting or hearing is being held.
- j. *ZIP*: ZIP code of the location of the meeting or hearing (if known).
- k. *Event Start date**: Generally this is the date of the public meeting being announced. It can also be the beginning of a set period for public comment, such as comment associated with a hearing. Some public notices have a defined period a notice must be public and are found in the specific statute that requires the notice. A start date cannot be posted for an event that has already occurred (a notice cannot be backdated). To select the start date, click on the field and a calendar will appear. Today's date will appear as the default. Click on the appropriate date. Use the slide bar to select the time. Click "Done."
- l. *Event End date*: This is the end time of a public meeting (which would be the same date) or the date and time for the comment period expressed in statute for specific public notices. The default is the current date and time.
- m. *Event Deadline date*: This is a deadline date that may be associated with the event notice.
- n. *Description/Agenda**: This field is for the description of the notice or agenda for the meeting or hearing. Information from a word processing document can be copied and pasted into the form (**without the use of symbols**). Do not just use "See attached

agenda” in this field because unless the agenda is entered into the field it will not be searchable for the public (and subscribers will not be able to receive attachments).

- o. *ADA (Americans with Disabilities Act)**: This is a statement of special accommodation to those who need accommodation at the meeting or hearing, such as auxiliary hearing devices or translators. If the Owner has created default information for this Public Body, the default statement will appear here. The ADA statement should include the name of the individual the public should contact if they need assistance as well as how and when. (See [Americans with Disabilities Act](#), Part A—Prohibition Against Discrimination and Other Generally Applicable Provisions; Subchapter II, Public Services; [Sec. 12132](#), Discrimination.)
 - p. *Electronic Participation**: If the Public Body has a resolution, rule, or ordinance regarding electronic participation at a public meeting by its members, this statement should appear here. This includes teleconferences or other electronic means of participation. (See [Utah Code 52-4-207\(2\)](#).)
 - q. *Other*: This is a field where other pertinent information can be entered that does not have a field elsewhere. Examples of “Other” include directions to a meeting location that is not well-known, contact information for this specific meeting if it is different from the normal Public Body contact, list of upcoming meeting dates, etc.
 - r. *Emergency Meeting Notice*: Click the box if this is an emergency meeting. The Open and Public Meetings Act has very specific rules for what constitutes an emergency meeting. See Utah Code 52-4-202(5) for the rules on emergency meetings. Posting a notice late does not constitute an emergency meeting.
 - s. *Email copy of notice to*: To email a copy of this notice to a specific person, enter the email address here. Separate multiple email addresses with a comma.
 - t. *Attachments*: To attach files to a notice, click browse, find a file, click open, and click the “Attach” button. The file will appear with the notice. There is currently no limit to the number of files or the file size. Use accessible formats, such as PDF, so that the public may view the documents. A list of supported word processing and audio formats appears in the “Attachments” section at the bottom of the page.
3. After filling in the notice form, there are other actions that follow.
 - a. *Publish*: This function will immediately publish the notice to the website.
 - b. *Publish and Create New*: This function will publish the notice and bring in a new form with the current information to publish a new notice. This is a helpful function to publish several notices at one time.

- c. *Preview Notice*: This function allows viewing the notice in the website prior to publishing.
 - d. *Save*: This function will save the notice as a draft. This draft is a working document and will **not** be published to the website.
 - e. *Cancel*: Cancels the work and exits out of the "**Notice, Add**" screen.
 - f. *Clear Fields*: This function will clear the entire form. Do not click it unless intended!
4. Clicking "Publish" or "Publish and Create New" will provide a notification that the notice either 1) was successfully created or 2) has errors because you are missing required information.
 5. A time and date stamp is affixed when a notice is first published or subsequently edited. This is proof that the notice was published in compliance with law. The Open and Public Meeting Act requires that a notice be posted at least 24 hours prior to the meeting however legal posting requirements vary widely for different types of notices. The statute requiring the notice includes the specific time requirements. Under the subheading "Other information:" will appear notations such as "This notice was posted on: [date and time]" and "This notice was last edited on: [date and time]."

Please note that once a notice has been published, it cannot be removed from the system. It can only be edited or cancelled. Drafts can be deleted from the system. When in doubt about a notice, create a draft.

Searching for Notices

1. In the **Notices** section, click "Search."

The screenshot shows the Public Notice Website interface. On the left sidebar, under 'Public Notices', the 'Add' and 'Search' buttons are circled in red. The main content area is titled 'Notice: Search' and contains several dropdown menus and text input fields: Government Type (State), Entity (Department of Administrative Services), Public Body (State Records Committee), Status (ACTIVE), Keyword, Notice Start Date, and Notice End Date. A 'Show Results' button is circled in red at the bottom of the search form. Below the search form is a table of search results.

Notice	Location	Date	Status	Options
State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	05/09/2013 9:30 AM	ACTIVE	Edit Delete
State Records Committee Meeting State Records Committee	Utah State Archives Building, Salt Lake City	04/11/2013 9:30 AM	ACTIVE	Edit Delete
State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	03/18/2013 9:30 AM	ACTIVE	Edit Delete
State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	02/14/2013 9:30 AM	ACTIVE	Edit Delete
State Records Committee Meeting State Records Committee	Utah State Archives Building, Salt Lake City	01/10/2013 9:30 AM	ACTIVE	Edit Delete

2. To narrow the search, select the government type, Entity name, Public Body name, and/or status of the meeting in the text boxes. The status of the notice can be active (currently published on the website and not cancelled), cancelled, a draft (draft form and not published on the website), or pending (awaiting approval by the Owner if Poster does not have access rights). A keyword will further narrow the results. After entering the desired search parameters, click "Show Results."
3. View the notice information or edit the information by clicking on the corresponding "Edit" button.

Draft Notices

Draft notices allow viewing of notices that have been created and saved.

1. In the **Notices** section, click "Drafts."
2. To view or edit a draft, click on "Edit."
3. Make changes to the draft. After a change is made, the notice can either be published, saved again as a draft, or deleted.

Published Notices

1. To view or make changes to a published notice, click on the notice in the **Notices** section.
2. Click on "Edit."
3. Make changes to the active notice. To add attachments to a notice, either add an attachment or indicate where attachments might be found in the "Other" field. Required Public Information (approved minutes, documents, and audio recordings) is added as an attachment to an existing Notice. After completing the changes to a notice, click "Publish" to update the active notice. These changes will occur immediately. If the changes were successfully made, there will appear the notification "Your notice was created successfully." If you wish to cancel the notice, click on "Cancel" at the bottom of the page. The notice will be cancelled immediately (but **not** deleted).

Adding Attachments

Minutes and other public information are attached to the original public notice (not a new posting).

After logging in:

1. Locate the Notices section in the left navigation menu.
2. Click Search.
3. Enter required information and other information as available. Click Show Results button.
4. From the Search Results list, select the notice to which you wish to add attachments by clicking the Edit button.
5. At the bottom of the notice page you will see a section for attachments. Use the browse box to find the file from your computer you wish to attach then select that file. Supported formats are listed above the browse box. Click Upload to continue or Cancel.
6. Click Attach to Notice.
7. Attached files will be listed in the space below the available formats and above the browse box. (If you make a mistake, such as adding the wrong file, there is an option to remove a file. Click "Delete" next to the file you wish to remove.)
8. Repeat steps 5 and 6 to add additional files.
9. When you have finished adding files, click Publish.

Other

Request Entity

If an Entity is not listed on the UPNW, submit a request to add it to the system. Please search the public side of the website first to ensure that it does not already exist.

1. If the Entity does not already exist, click "**Entities**, Add" and fill in the required information. Click "Save."
2. The **Entities** request will be sent to the Administrator for approval. Please allow 48 hours for processing the request.

The screenshot shows the 'Entity: Add' form on the Public Notice Website. The form is titled 'Entity: Add' and includes a note: '(Fields marked with * are required for publishing a notice)'. The form contains the following fields:

- Government Type: A dropdown menu with the text '-- Please select government type --'.
- Government Entity Name: * A text input field.
- Agency Key: * A text input field.
- Entity Creation Date: A text input field with the value '10/26/2010 02:33 PM'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. These buttons are circled in red. The left sidebar of the website contains navigation links for 'Public Notices', 'Entities', 'Owner', 'Public Bodies', and 'Poster', each with 'Add', 'Search', and 'Pending' options. The footer of the website includes links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with the copyright notice 'Copyright © 2010 State of Utah - All rights reserved.'

Request Public Body

If a Public Body for the Entity does not already exist, submit a request to the Owner of the Public Body for approval. Please be sure that the Public Body does not already exist in the UPNW. Search for Public Bodies in the system using the search functions on the public side.

1. Click "**Public Bodies, Search.**"

Public Notices
 Notices
 Add
 Search
Entities
 Add
 Search
Owner
 Add
 Search
 Pending
Public Bodies
 Add
 Search
 Pending

Public Bodies: Search

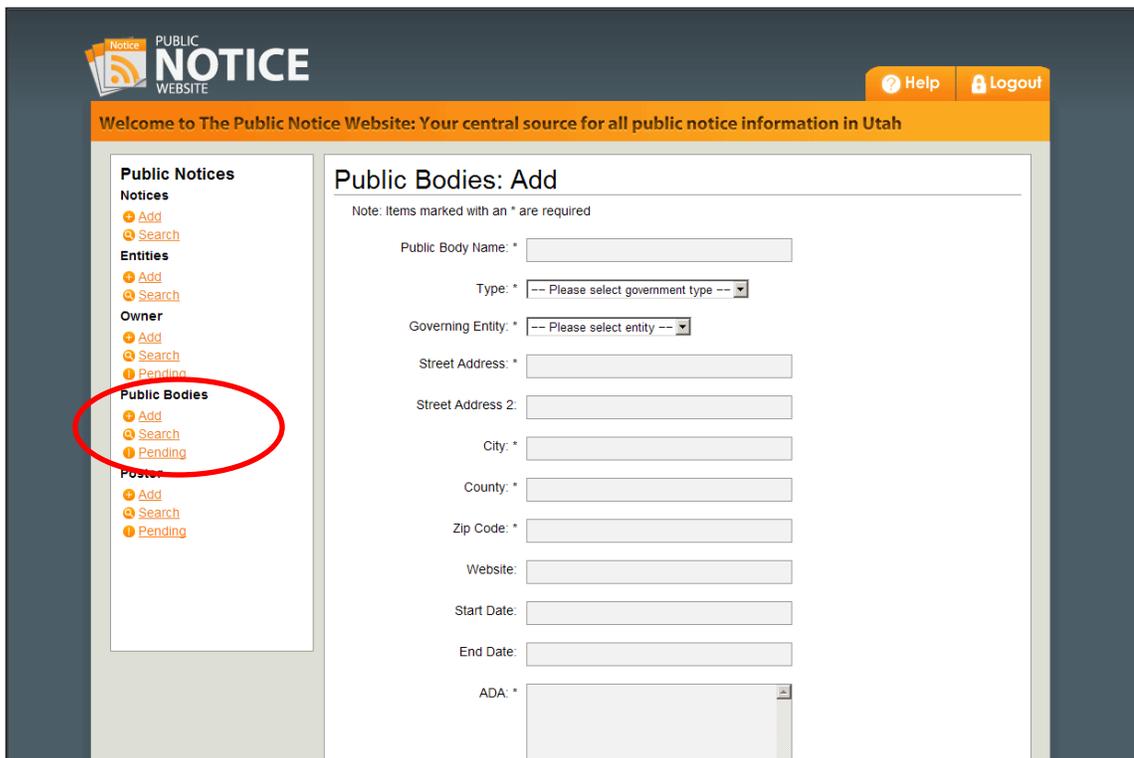
Government Type: State
 Entity: Department of Administrative Services
 Public Body:
 Show Results

Search Results

Name:	Options:
Indigent Defense Fund Board Meeting	Edit Delete
Judicial Conduct Commission	Edit Delete
Motor Vehicle Review Committee	Edit Delete
Purchasing and General Services	Edit Delete
Purchasing From People With Disabilities Advisory Board	Edit Delete
Rate Committee	Edit Delete
State Records Committee	Edit Delete
THIS IS A TEST PUBLIC BODY	Edit Delete
Transparency Board	Edit Delete
Utah Procurement Policy Board	Edit Delete
Utah State Building Board	Edit Delete
Utah State Historical Records Advisory Board	Edit Delete
Utah State Privatization Policy Board	Edit Delete

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2. If the Public Body is not listed, click "Add" under **Public Bodies**.



The screenshot displays the 'Public Notice Website' interface. The header includes the logo and navigation links for 'Help' and 'Logout'. A banner below the header reads 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into two sections. On the left is a sidebar with a menu containing 'Public Notices', 'Entities', 'Owner', 'Public Bodies', and 'Posters'. Each menu item has 'Add', 'Search', and 'Pending' options. The 'Public Bodies' section is circled in red. On the right is the 'Public Bodies: Add' form, which includes a note: 'Note: Items marked with an * are required'. The form fields are: 'Public Body Name: *' (text input), 'Type: *' (dropdown menu with '-- Please select government type --'), 'Governing Entity: *' (dropdown menu with '-- Please select entity --'), 'Street Address: *' (text input), 'Street Address 2:' (text input), 'City: *' (text input), 'County: *' (text input), 'Zip Code: *' (text input), 'Website:' (text input), 'Start Date:' (text input), 'End Date:' (text input), and 'ADA: *' (text input).

3. Enter the requested information, then click "Save." The request will be sent to the Owner's pending area for **Public Bodies**.

Request Owner Access

Owner access must be requested.

1. Click "**Owner**, Search" to see if the name is already listed as an Owner.
2. If not, click "**Owner**, Add."

The screenshot shows the 'Public Notice Website' interface. On the left, a navigation menu lists 'Public Notices', 'Entities', 'Owners', 'Public Bodies', and 'Poster'. Under 'Owners', the 'Add' link is circled in red. The main content area is titled 'Owners: Add' and contains a form with the following fields: 'First Name: *', 'Last Name: *', 'Email Address: *', 'Government Type: *' (a dropdown menu), and 'Entity: *' (a dropdown menu). At the bottom of the form, the 'Add' button is circled in red. The footer of the page includes links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010 State of Utah.

3. Supply the requested information; click "Add."
4. The request will be sent to the Owner of the Entity for approval.

Request Poster Access

1. If you are a Poster but need to request access for additional Public Bodies, click "**Poster**, Add" (or the Owner can add you as well).
2. Fill in the contact information. Select the government type, Entity, and Public Body from the drop-down list. Click "Save." The request will be sent to the Owner of the Entity for approval.

References

Title 4: Utah Agricultural Code

[4-30-5 - Utah State Legislature - Utah.gov](#)

... where the hearing is scheduled; and. (b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

Title 7: Financial Institutions Act

[7-1-706 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks before the date of the hearing. (b) The notice required by Subsection (4)(a) ...

Title 10: Utah Municipal Code

[10-2-108 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks. (ii) The last publication of notice required under Subsection (3)(a)(i)(A) ...

[10-2-407 - Utah State Legislature - Utah.gov](#)

(II) publish notice of the hearing on the Utah **Public Notice Website** created in Section 63F-1-701. (iii) Within 10 days after approving an annexation under ...

[10-2-415 - Utah State Legislature - Utah.gov](#)

(Bb) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks; and. (II) send written notice of the hearing to the municipal legislative body ...

[10-2-418 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks;. (iii) send written notice to the board of each local district and special ...

[10-2-419 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701 for three weeks. (b) The notice required under Subsection (2)(a)(iii) shall: (i) state that the ...

[10-3-301 - Utah State Legislature - Utah.gov](#)

(i) on the Utah **Public Notice Website** established by Section 63F-1-701; and. (ii) in at least one of the following ways: (A) at the principal office of the municipality; ...

[10-3-818 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701. (b) If there is not a newspaper as described in Subsection (3)(a)(i), then notice shall be ...

[10-5-108 - Utah State Legislature - Utah.gov](#)

(b) on the Utah **Public Notice Website** created in Section 63F-1-701. (3) After the hearing, the town council, subject to Section 10-5-110, may adjust expenditures ...

[10-6-113 - Utah State Legislature - Utah.gov](#)

(2) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session. Amended by Chapter 116, 2010 General ...

[10-8-2 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, at least 14 days before the date of the hearing. (e) A study shall be performed before notice ...

[10-9a-203 - Utah State Legislature - Utah.gov](#)

(d) (i) on the Utah **Public Notice Website** created under Section 63F-1-701, if the municipality: (A) is required under Subsection 52-4-202(3) to use that website to ...

[10-9a-204 - Utah State Legislature - Utah.gov](#)

(a) (i) published in a newspaper of general circulation in the area; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701; . (b) mailed ...

[10-9a-205 - Utah State Legislature - Utah.gov](#)

(B) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least 10 calendar days before the public hearing; or. (ii) mailed at least 10 days ...

[10-9a-208 - Utah State Legislature - Utah.gov](#)

... to the petition is located; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

[10-18-203 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks, at least three days before the first public hearing required under Subsection ...

[10-18-302 - Utah State Legislature - Utah.gov](#)

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks before the public hearing; and. (B) the notice identifies: (I) that the notice is ...

Title 11: Cities, Counties, and Local Taxing Units

[11-13-204 - Utah State Legislature - Utah.gov](#)

... more than 60 days' advance written notice to its customers on the ordinary billing and on the Utah **Public Notice Website**, created by Section 63F-1-701; and ...

[11-14-318 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website**, created under Section 63F-1-701, no less than 14 days before the public hearing required by Subsection (1)(b); and ...

[11-42-202 - Utah State Legislature - Utah.gov](#)

(ii) be published on the Utah **Public Notice Website** described in Section 63F-1- 701 for four weeks before the deadline for filing protests specified in the notice ...

[11-42-402 - Utah State Legislature - Utah.gov](#)

(b) be published on the Utah **Public Notice Website** created in Section 63F-1-701 for 35 days immediately before the day on which the first hearing of the board ...

Title 17: Counties[17-27a-203 - Utah State Legislature - Utah.gov](#)

(d) on the Utah **Public Notice Website** created under Section 63F-1-701. (2) Each notice under Subsection (1) shall: (a) indicate that the county intends to ...

[17-27a-204 - Utah State Legislature - Utah.gov](#)

(a) (i) published in a newspaper of general circulation in the area; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701;. (b) mailed ...

[17-27a-205 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, at least 10 calendar days before the public hearing; or. (ii) mailed at least 10 days before ...

[17-27a-208 - Utah State Legislature - Utah.gov](#)

... circulation in the county in which the land subject to the petition is located; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701.

[17-27a-306 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701. (i) Following the public hearing under Subsection (1)(h)(i), the county legislative body shall ...

[17-27a-404 - Utah State Legislature - Utah.gov](#)

(C) on the Utah **Public Notice Website** created in Section 63F-1-701. (iv) The notice shall be published to allow reasonable time for interested parties and the ...

[17-36-12 - Utah State Legislature - Utah.gov](#)

(b) on the Utah **Public Notice Website** created in Section 63F-1-701, for seven days before the hearing. Amended by Chapter 90, 2010 General Session ...

[17-36-26 - Utah State Legislature - Utah.gov](#)

(b) on the Utah **Public Notice Website** created under Section 63F-1-701. Amended by Chapter 90, 2010 General Session. Amended by Chapter 116, 2010 ...

[17-41-304 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701;. (ii) posting notice at five public places, designated by the applicable legislative body, within ...

Title 17B: Limited Purpose Local Government Entities—Local Districts[17B-1-106 - Utah State Legislature - Utah.gov](#)

(E) (I) placed on the Utah **Public Notice Website** created under Section 63F-1- 701, if the local district: (Aa) is required under Subsection 52-4-203(3) to use that ...

[17B-1-211 - Utah State Legislature - Utah.gov](#)

(ii) publish notice on the Utah **Public Notice Website** created in Section 63F-1- 701, for two weeks before the hearing or the first of the set of hearings; or. (b) mail ...

[17B-1-413 - Utah State Legislature - Utah.gov](#)

(Bb) on the Utah **Public Notice Website** created in Section 63F-1-701; and. (ii) contain a brief explanation of the proposed annexation and include the name of ...

[17B-1-417 - Utah State Legislature - Utah.gov](#)

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks; or. (B) mail a notice to each Owner of property located within the affected area ...

[17B-1-609 - Utah State Legislature - Utah.gov](#)

(ii) be published at least seven days before the hearing on the Utah **Public Notice Website** created in Section 63F-1-701. (2) If the budget hearing is held in ...

[17B-1-1204 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks immediately before the hearing; and. (b) post notice in its principal office at ...

[17B-1-1307 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for 30 days before the public hearing; and. (ii) post notice of the public hearing and of the ...

Title 17C: Limited Purpose Local Government Entities—Community Development and Renewal Agencies Act

[17C-1-303 - Utah State Legislature - Utah.gov](#)

(a) post each summary under Subsection (1) on the Utah **Public Notice Website** described in Section 63F-1-701; and. (b) (i) publish each summary under ...

[17C-1-601 - Utah State Legislature - Utah.gov](#)

(ii) publishing notice on the Utah **Public Notice Website** created in Section 63F-1-701, at least one week before the public hearing. (c) Each agency shall make ...

[17C-2-108 - Utah State Legislature - Utah.gov](#)

(ii) posting a notice on the Utah **Public Notice Website** described in Section 63F-1-701. (b) Each notice under Subsection (1)(a) shall: (i) set forth the community ...

[17C-2-502 - Utah State Legislature - Utah.gov](#)

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of the project area; ...

[17C-3-107 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** described in Section 63F-1-701. (b) Each notice under Subsection (1)(a) shall: (i) set forth the community legislative body's ...

[17C-3-402 - Utah State Legislature - Utah.gov](#)

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of the project area; ...

[17C-4-202 - Utah State Legislature - Utah.gov](#)

(ii) publishing or causing to be published a notice on the Utah **Public Notice Website** created in Section 63F-1-701. (b) Each notice under Subsection (2)(a) shall: ...

[17C-4-302 - Utah State Legislature - Utah.gov](#)

(b) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least seven days before the hearing is schedule to resume. Amended by ...

[17C-4-402 - Utah State Legislature - Utah.gov](#)

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of a project area; ...

Title 19: Environmental Quality Code

[19-2-109 - Utah State Legislature - Utah.gov](#)

(B) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least 20 days before the public hearing; and. (ii) mailed at least 20 days before ...

Title 20A: Election Code

[20A-7-204.1 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701. (3) (a) During the public hearing, the sponsors shall either: (i) video tape or audio tape the ...

Section 52: Public Officers

[52-4-202 - Utah State Legislature - Utah.gov](#)

(B) beginning October 1, 2008 and except as provided in Subsection (3)(b), on the Utah **Public Notice Website** created under Section 63F-1-701; and ...

Title 53: Public Safety Code

[53-13-114 - Utah State Legislature - Utah.gov](#)

(ii) posted on the Utah **Public Notice Website** created in Section 63F-1-701 if the law enforcement agency does not have access to a website under Subsection ...

Title 53A: State System of Public Education

[53A-2-123 - Utah State Legislature - Utah.gov](#)

(E) placed on the Utah **Public Notice Website** created under Section 63F-1-701;. (iv) with respect to the notice to counties and municipalities described in ...

[53A-3-202 - Utah State Legislature - Utah.gov](#)

(ii) publication on the Utah **Public Notice Website** created in Section 63F-1-701; and. (b) posting a notice: (i) at each school within the school district;. (ii) in at ...

[53A-3-402 - Utah State Legislature - Utah.gov](#)

(II) on the Utah **Public Notice Website** created in Section 63F-1-701; and. (B) posted in at least three public locations within the municipality or on the district's ...

Title 53B: State System of Higher Education

[53B-7-101.5 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for 10 days immediately before the meeting. (b) The advertisement shall state that the ...

Title 54: Public Utilities

[54-8-10 - Utah State Legislature - Utah.gov](#)

(ii) published on the Utah **Public Notice Website** created in Section 63F-1-701; and. (b) posted in not less than three public places in the district. (2) A copy of the ...

Title 57: Real Estate

[57-11-11 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for at least 20 days before the hearing; and. (ii) send a notice to a nonprofit organization ...

Title 59: Revenue and Taxation

[59-2-919 - Utah State Legislature - Utah.gov](#)

(iii) on the Utah **Public Notice Website** created in Section 63F-1-701. (b) The advertisement described in Subsection (6)(a)(i) shall: (i) be no less than 1/4 page in ...

[59-2-919.2 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701. (4) A taxing Entity that notifies the county auditor under Subsection (1) shall provide the list ...

[59-12-1102 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks preceding the earlier of the two public hearings. (iii) The advertisement ...

Title 63G: General Government, Chapter 9: Board of Examiners Act

[63G-9-303 - Utah Code](#)

(b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session Download Code Section Zipped ...

[63G-9-303 - Utah State Legislature - Utah.gov](#)

... time as the board may prescribe; and. (b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

Title 63H: Independent State Entities

[63H-1-701 - Utah State Legislature - Utah.gov](#)

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for at least one week immediately before the public hearing; or. (ii) if there is no newspaper ...

[63H-2-502 - Utah State Legislature - Utah.gov](#)

(b) Before holding the public hearing required by this Subsection (2), the board shall post notice of the public hearing on the Utah **Public Notice Website** created ...

Title 72: Transportation Code

[72-3-108 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for four weeks before the hearing; and. (b) posted in three public places for four consecutive ...

[72-5-105 - Utah State Legislature - Utah.gov](#)

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for four weeks before the hearing; or. (B) posting the notice in three public places for at least ...

Title 73: Water and Irrigation

[73-1-16 - Utah State Legislature - Utah.gov](#)

... is situated, (b) as required in Section 45-1-101 for three weeks, (c) by publishing the notice on the Utah **Public Notice Website** created in Section 63F-1-701, ...

[73-5-14 - Utah State Legislature - Utah.gov](#)

(c) on the Utah **Public Notice Website** created in Section 63F-1-701, for five weeks. (4) The state engineer shall fix the date and place of hearing and at the ...

Title 75: Utah Uniform Probate Code

[75-1-401 - Utah State Legislature - Utah.gov](#)

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks. (2) The court for good cause shown may provide for a different method or ...