

March 23, 2026

# **Do All New Officials Have Their MAP Profile/Account Yet?**





Since soon after Town Meeting Day, the primary and billing VLCT contacts at every VLCT member were asked to update their organization's municipal contacts, and a lot of you have! Taking this step now – and also filing any changes throughout the year – helps ...

- new officials to start using VLCT's [Municipal Access Portal \(MAP\)](#) and access our trainings, resources, and expertise;
- people now wearing a different municipal hat to receive information suited to their current role; and
- make sure that information about former officials is in our records only if they choose it to be.

Adding completely new officials automatically creates each one's unique Municipal Access Portal (MAP) account, and each will soon receive an email with information about how to proceed. We sincerely appreciate everyone's help to complete this process. Accurate contact information is essential for us to communicate with and assist all local officials.



**IMPORTANT — Every individual needs to have a unique email address**, not a shared address. If necessary, please contact your IT support to create an address through your municipality's official email service (preferred) or have the individual use any of the free email services (ex: Gmail) to create their own.

**Home Mailing Addresses for Legislative Body Members:** Primary and billing contacts can skip this detail. However, we will need to know the preferred postal address for selectboard members, village trustees, city councilors, and aldermen in order to communicate effectively with them. When these people log in to MAP, each will be presented with the opportunity to specify or verify their preferred mailing address. Our having the home address when appropriate will help prevent the municipal office from being inundated with physical mail that could have been delivered to the officeholders' homes.

