

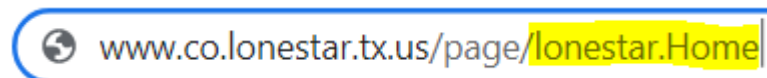
## Website Posting Requests for Quick Service

The Texas Association of Counties' County Information Resources Agency (TAC CIRA) provides counties and other entities with reliable, modern and economical website hosting services through four different website packages. The Standard Plus website package includes TAC CIRA's posting service, allowing you to send an unlimited number of website posting requests to the TAC CIRA team to complete on your behalf. Follow the instructions in this guide to ensure your request is completed quickly and accurately.

Please submit your TAC CIRA requests using this form: [www.county.org/Contact-CIRA](http://www.county.org/Contact-CIRA)

- To submit a website posting request, select the icon that reads "Website Editing / Posting Request" on the webpage linked above. You will then be asked "What kind of website change are you requesting?" From there, you will be presented with separate sets of questions based on your selection.
- For all website editing and posting requests, please be sure to provide each of the following request details to receive the most timely and accurate service.

**Name of webpage that requires a change.** Please provide the name of the page that requires an update. To find the specific page name, look at the end of the URL in the address bar. See the example below, where the page name is "Lonestar.Home".



**Location within webpage.** Please indicate where on the webpage you would like the edit or post made. The more descriptive the better! When possible, it's helpful if you use other documents or existing web content as reference for where you want the new post made.

**Hyperlinked text should read.** This is the descriptive text that when clicked will open your document, weblink or another webpage. Constituents should be able to easily differentiate between the various hyperlinks on a webpage – therefore, no two links should be posted with the same descriptive text.

- When submitting a weblink for posting, you'll be asked to provide the "Web address/URL", in addition to the details described above. The web address/URL you provide should be what you want the hyperlinked text to open to when clicked.
- The Website Editing / Posting Request form will allow you to submit up to four documents or weblinks at a time. To request the posting of more than four documents or weblinks at one time, please submit the request form multiple times.

- When sending documents to be posted on your website, please upload them exactly as you expect for them to be posted and in the file type that it should be posted in. TAC CIRA is unable to convert files or modify content within a document and will only post content in the format that it was received in. The following file types are supported for posting: PDF, JPG or JPEG, Word Documents, Excel Documents

**Please avoid sending zipped, XML or TIFF files, as the website editor will not allow these to be uploaded.**

- Include only numbers, letters, periods and dashes in your file names. The website editor will not allow files including special characters (!, @, ?, #, ), %, &, \*, \$) in the file name to be uploaded.
- Ensure the files you submit along with your request are rotated correctly.
- Ensure that all pages that comprise one document are included in a single file.