# EOHHS Portal Content Submission Form

**DIRECTIONS:** User will create ticket through CA Service Desk <https://ehs-servicedesk.state.ma.us/CAisd/pdmweb.exe> using your Network ID and Password to log on.

If you have a problem logging in and receive an error message, please contact EOHHS Customer Service at 617-994-5050

**DPH Liaisons**: Please obtain pre-approval (thru John Jacob) for new content and include the [Content Submission Form – New Content](http://healthnet.dph.state.ma.us/services/webpublishing/newauth.doc) with your ticket.

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| **Date:** | August 20, 2019 |
| **Agency/Program Name:** | MDPH/BHPL/BORN |
| **Web Liaison:** | Candice Andfield |

## Content Submission Checklist

* Liaisons must review ALL submissions before creating a ticket through the CA Service Desk.
* Content Submission Checklist:
	+ [Complete Content Submission Form (this form)](http://healthnet.dph.state.ma.us/eohhs/forms/eohhs_content_form.doc)
	+ [Include accessible versions for downloads](http://healthnet.dph.state.ma.us/eohhs/eohhs_web_intranet.htm#a)
	+ Finalize document text
	+ [Remove track changes and spell check](http://healthnet.dph.state.ma.us/eohhs/documentation/hiddendata/hiddendata.htm)
	+ Confirm updated versions of documents match the exact filenames and formats of the versions on the Portal

## Submission Request

| **URL and breadcrumb:**Include URL and breadcrumb of existing page or proposed location. | **Request Details:**Include the exact text you want to appear on the website and instructions for publishing. | **Files:**Include filenames related to the request. If updating an existing document, include URL of existing document as well.  |
| --- | --- | --- |
| https://www.mass.gov/lists/archived-board-of-registration-in-nursing-minutes-and-agendas | Post the meeting minutes for July 10, 2019 within the 2019 file beneath the 2019 and below the June 12, 2019 minutes.  | Copysigned07102019bornminutesregular.pdf07102019bornminutesregular.doc |
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## Notes (optional)

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| Post July 10, 2019 regular meeting minutes (Word & PDF).  |

Accessibility Confirmation and Content Approval

I have confirmed that all content included in this request meets the Commonwealth Accessibility Standard <http://www.mass.gov/accessibility> and authorize this content to be published to the EOHHS Portal. NOTE: Approval may also be submitted via email.

Web Liaison: Candice Andfield\_\_\_\_\_\_\_\_\_\_ Date: August 20, 2019