

How to – Publish a letter:

1. Go to <https://secure3.convio.net/ntu/admin/AdminLogin>
 - a. Log-in
2. From the Main page,
 - a. select Content>CMS
3. Select folders>assets>pdf>letter>new>file
4. From here enter the title
 - a. In the L(for letter)10(for year) format
 - i. i.e. 'L10 03-08 KS Tax Hikes'