

IMPORTANT INSTRUCTIONS

- If you desire to participate in this hearing, you must register the telephone number where you can be reached on the day of the hearing. Do this even if you have given us a number previously. Register as soon as possible and not later than noon on the business day before the hearing.

TO REGISTER ONLINE: Go to <https://va3.c2tinc.com/register/>

Enter the “Docket Number” from the upper right corner of the Notice of Telephonic Hearing as your “Case Number.” **Enter only numbers, not letters or symbols.** Enter the registration information. Write down your confirmation number.

TO REGISTER BY TELEPHONE: Call **(804) 786-3020** or toll-free 1 (800) 552-4500 to register your number. Ask for a confirmation number when you register. Save this number, as it is your proof that you called.

- It is your responsibility to free the phone lines at the time of the hearing and to assure you have sufficient battery life, minutes, and adequate service coverage in your area.
- If you do not answer your phone for any reason, including being unavailable when called or failing to remove blocks placed on your phone for “unknown callers,” you will lose your opportunity to participate.
- If you wish to participate in person, please submit your request before the day of the hearing.
- Enclosed are the documents that will be used in your hearing. If you have additional documents you would like to submit, you must send them to First Level Appeals and to the opposing party. The documents must reach all parties *at least two business days* before the hearing.
- **If you do not follow these instructions, you will not be called, and the hearing will be conducted without you.**