



Letter Writing Instructions

1. Go to <https://democracy.io/#/>. Enter your address, which will identify your Congressional district

This screenshot shows the first step of the Democracy.io process. The header is "DEMOCRACY.IO" in orange. Below it is the title "Write to your representatives". A progress bar shows three steps: "ENTER YOUR ADDRESS" (active), "CHOOSE YOUR REPRESENTATIVES", and "WRITE YOUR MESSAGE". The form has three input fields: "STREET ADDRESS" with the value "87 Spring Creek Dr", "CITY" with the value "Westerville, OH", and "ZIP CODE" with the value "43081". There is a "Submit" button on the right. At the bottom, a small note says "Democracy.io uses the [Senators & Congress API](#) to link up your representatives."

2. A list of your Representative and Senators will come up. Click "Write to Them"

This screenshot shows the second step of the Democracy.io process. The header is "DEMOCRACY.IO". Below it is the title "Who do you want to write to?". A progress bar shows three steps: "ENTER YOUR ADDRESS" (completed), "CHOOSE YOUR REPRESENTATIVES" (active), and "WRITE YOUR MESSAGE". The form asks "Choose which representatives you'd like to write to:" and lists three options with checkboxes: "Sen. Sherrod Brown", "Sen. Robert Portman", and "Rep. Troy Balderson". All three are checked. There is a "Write to them!" button at the bottom. A "Go back" button is in the top right corner.

3. You'll come to the "Write your message page." You can use the template letter, which includes a subject line and message.
4. Enter your contact information further down the page.

This screenshot shows the third step of the Democracy.io process. The header is "DEMOCRACY.IO". Below it is the title "Write your message". A progress bar shows three steps: "ENTER YOUR ADDRESS" (completed), "CHOOSE YOUR REPRESENTATIVES" (completed), and "WRITE YOUR MESSAGE" (active). The form has a "Go back" button in the top right corner. It says "THIS MESSAGE WILL BE SENT TO:" followed by "Sen. Sherrod Brown, Sen. Robert Portman, Rep. Troy Balderson". There is a "SUBJECT" input field and a "MESSAGE" input field. The message field contains a pre-filled text: "Dear Sen. Sherrod Brown, Sen. Robert Portman, Rep. Troy Balderson,". There is a "SEND MESSAGE" button on the right. A small note at the bottom right says "Be polite and concise. Explain why the issue you're writing about is important to you."

5. At the bottom you'll see the Topics for each elected official. If available, choose "Trade." Other options may include "Foreign Policy," "Foreign Affairs," "International Affairs," and "International Relations."

This screenshot shows the topic selection part of the Democracy.io process. It has three sections: "SEN. BROWN'S TOPIC" with a dropdown menu showing "Arts & Humanities", "SEN. PORTMAN'S TOPIC" with a dropdown menu showing "Abortion", and "REP. BALDERSON'S TOPIC" with a dropdown menu showing "Agriculture and Food". Each dropdown menu has a downward arrow on the right.

6. Click "Send"

7. Please send an email to Members@AmericanErecycling.org to let us know which offices you have contacted and when.

For more information about SEERA, visit AmericanErecycling.org

THANK YOU!