

## Contacting a PA or IE

There are two ways that you can contact a PA or an Employer on the Sheffield PA Register.

### **By Direct Message**

Direct Messages are sent through the Sheffield PA Register Website between you and the person you are messaging.

To send a PA or Employer a Direct Message, click the green **Direct Message** button next to their name.

To view your sent Direct Messages or to see new Direct Messages you have received, click the white “Direct Messages” button in the top right of the screen.

### **By Email**

Emails can be sent from the PA Register website. After you have sent the first email you will have to carry on the conversation using your email account.

To email a PA or Employer click the **Email Me** button on their profile.

### **Remember**

When you Direct Message or Email someone they will be able to see the email address that you used to create your PA Register account.

PA Register staff will not be able to view your messages, so always be safe, sensible and polite when messaging people. Do not give out personal details like your address.