



# Workshop: 499s in IQ



▶ **Audience:**  
All IQ Users

▶ **Method of Training:**  
WebEx/remote

▶ **Market:** House,  
Senate

## SUMMARY

This training focuses on activities and features associated with 499s in IQ.

### BY THE END OF THIS COURSE, YOU WILL BE ABLE TO

- ▶ Explain what a 499 is and when you should send them
- ▶ Create Issue Codes, Audiences, and Form Letters for an efficient and effective 499 process
- ▶ Send 499s utilizing the eNewsletter/Press Release creation tool