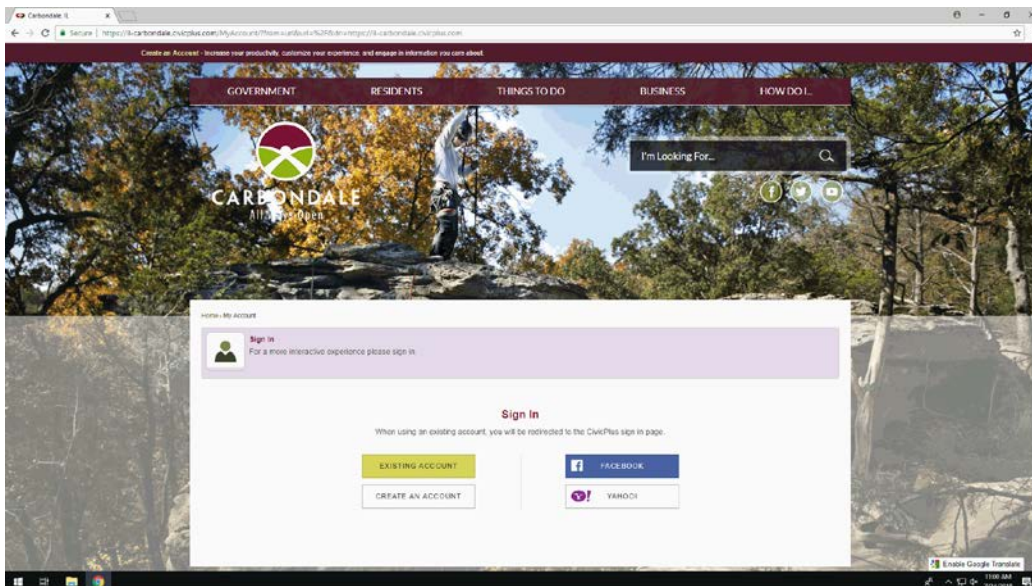


How to set up notifications from the City of Carbondale.

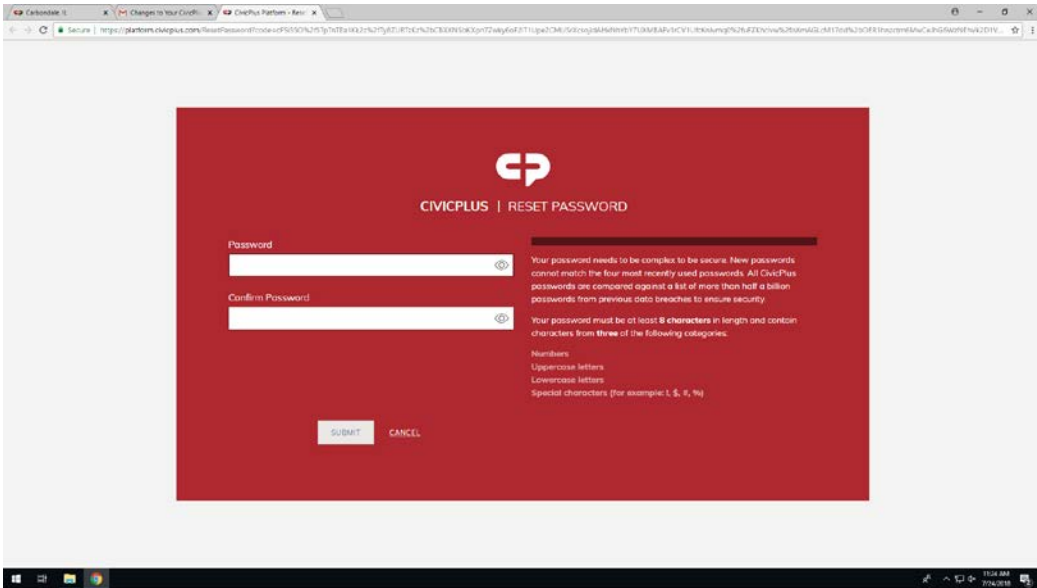
- 1) From the home page, select “Sign In” located at the top right corner.



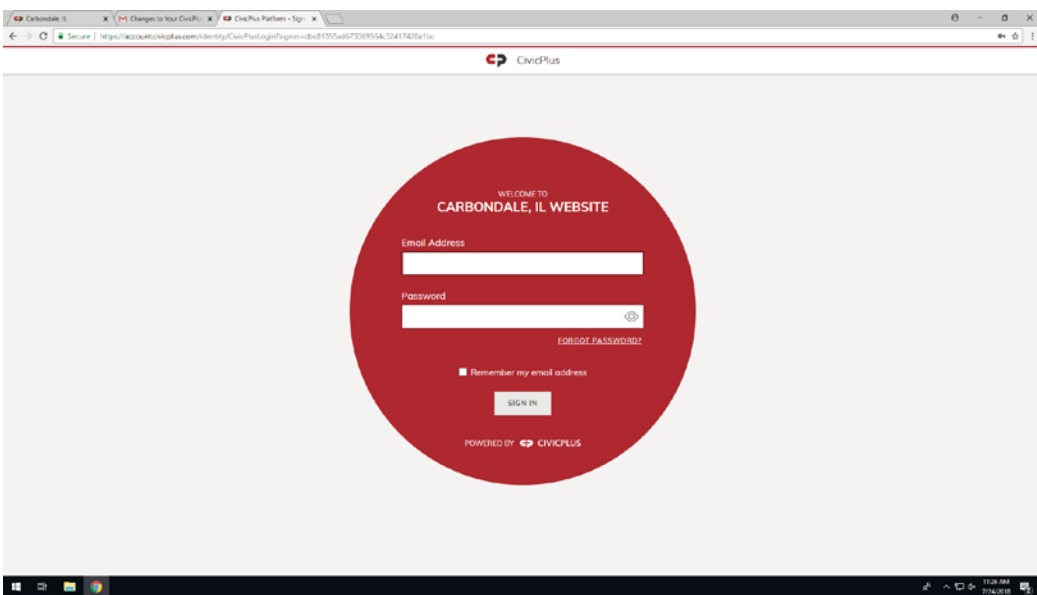
- 2) Select “Create an Account.”



- 3) Fill out the required information and select “Create Profile” located near the bottom of the page.
- 4) Once the profile is created, a validation link will be sent to your email.
- 5) From the link in the email, you will be able to create a password.

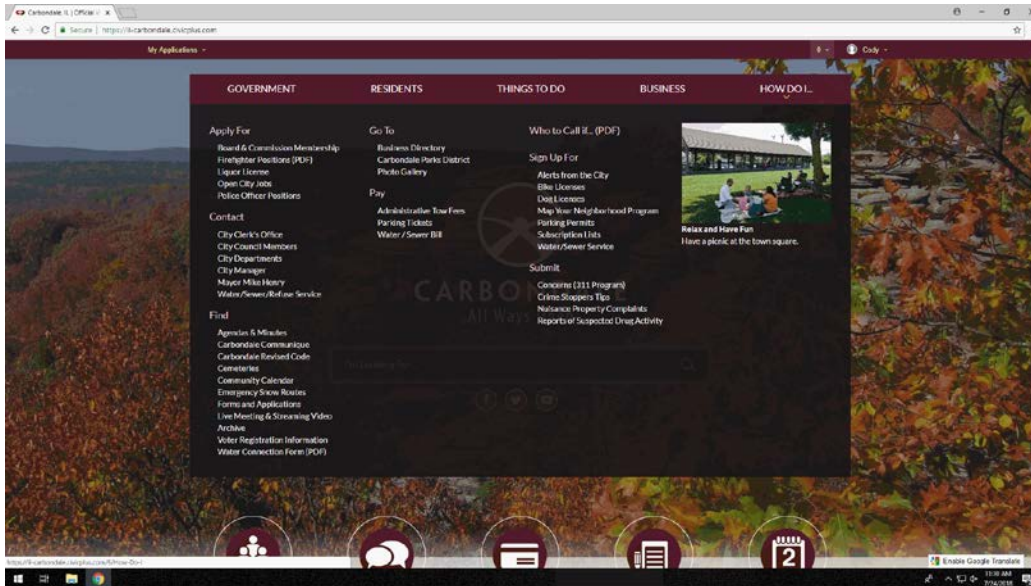


6) Once your password is created, sign in using your email and password.



7) From the home page, go to the "How Do I" menu tab.

8) Under the "Sign Up For" section, select "Alerts from the City."



- 9) From the “Notify Me” page, you have the ability to subscribe to categories you would like to receive notifications from. You can also add your cell phone number to receive text message notifications. If you subscribe with an email address, you will receive a confirmation email. If you subscribe with a phone number, you will receive a confirmation text message. You can choose to use both options.
- 10) After confirming the email and/or text message, you will start receiving notifications.
- 11) You may subscribe to additional categories at any time by following Steps 7-9. You can also change your email address and/or cell phone number at any time.

