

To sign up for Email Notifications and/or for Mobile Notifications

- 1. On the public site, users can click on the Account tab then select My Account.
- 2. Once in a user's account, click on the Notifications icon.
- 3. Under Account Members, users can Add Email to Email Notifications or Add Number to Mobile Notifications.
 - If the Email Notifications and/or Mobile Notifications has an Email and/or Mobile Phone # already entered, the user is able to select Edit and change
 - Email Address: Change the Status to Active or Inactive and change if they Opt-In to receive General Notices or for Cancellations.
 - Mobile Notification: Change their Mobile Number