

## Signing Up for Email/Text Alerts Through Notify Me

The City of Roswell offers citizens instant alerts on news, calendars, agendas, bid postings and other items through Notify Me.

### **STEP 1: Visit the Notify Me Page**

You can reach this page at <http://www.roswell-nm.gov/list.aspx> or by using the “**How Do I**” drop-down menu, then head to “**Sign Up For**,” and select “**Notifications**”



The screenshot shows the City of Roswell website's navigation menu. At the top left is the Roswell New Mexico logo. To its right is a dropdown menu labeled "How Do I...". Below this are five main navigation categories: "City Services", "City Government", "Business & Development", and "Residents". A secondary menu is visible below these categories, with five columns: "Apply For", "Contact", "Find", "Sign Up For", and "Submit". The "Sign Up For" column has "Notifications" highlighted in yellow. Below the "Apply For" column is a "Privacy Policy" link.

Apply For	Contact	Find	Sign Up For	Submit
Boards, Commissions & Committees	City Council	Agendas & Minutes	Bus Passes	City of Roswell Volunteer Form
Business License	Fire Department	City Budget	Library Classes	Cleanup Supplies Request Form
Employment Opportunities	Mayor	City Financial Reports	<b>Notifications</b>	Community Calendar Event
Lodgers' Tax/Special Events	Police Department	City Live Stream	Recreation Programs	Concerns (FixIT Form)
	City Departments	Local Parks	Emergency Notifications	Media Volunteer Form
	Public Affairs	Police Incident & Arrest Reports		Pay My Utility Bill
		City Ordinances		Request for Inspection of Public Records
		Photos		Request Form
				Street Closure Form

## STEP 2: Register.

Enter your email address and click "Sign In." You will receive a verification email. (Note: If you're not receiving an email, check your spam folder and remember to set your spam blocker to allow mail from listserv@civicplus.com)

Home > Notify Me



### Notify Me®

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

### Please sign in to subscribe, unsubscribe, or manage your subscriptions

Email Address

Type your email address here.

Sign In

After you sign in, you will have the ability to add a mobile number.

Home > Notify Me



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2. If you want to receive text messages enter your phone number and select **Save**.
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#### Your Profile Information

[Sign Out](#)



#### Email Address

info@roswell-nm.gov

- I prefer to receive HTML emails when available
- I would like to be able to receive text messages on my mobile phone



#### Phone Number

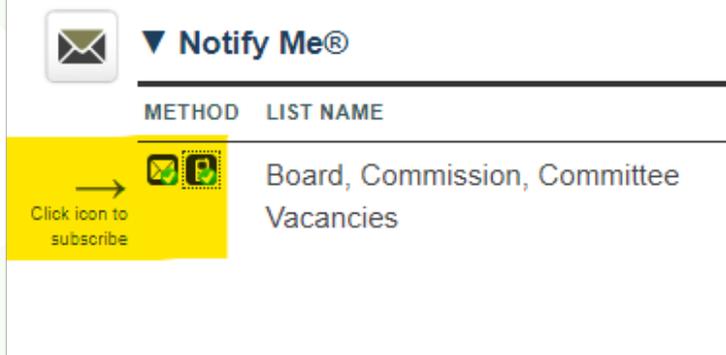
Add your # here.

Save

Ex: 555-555-0123. Standard text messaging rates apply.

### **STEP 3: Select your notifications**

Sign up for the notifications you would like. To receive email notifications, click on the envelope icon to the left of a category. For text notifications, click on the phone icon. A green checkmark will show up on any notification you select.



 **▼ Notify Me®**

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METHOD	LIST NAME
 Click icon to subscribe	Board, Commission, Committee Vacancies

## STEP 4: Confirm your selections

You'll receive an email or text message regarding your signup. We've included one example of an email and one example of a text message. Your email or text may look different depending on your email provider or the device you use to access emails and text messages.

You must confirm your authorization to be contacted by clicking on the link provided. ***You will not receive notifications unless you confirm via the instructions provided.***

### Information on Your Subscriptions (Confirmation Needed)



City of Roswell Clerk's Office <listserv@civicplus.com>

10:16 AM

### Please confirm your new subscription

Your subscription to the list below has not yet been confirmed. Please click on this link to verify your email address and start receiving emails.

<https://www.roswell-nm.gov/list.aspx?mode=Subscribe&code=c0e65116-4f19-4b0d-b9d8-209c907e04b7>

If clicking the link doesn't work, please copy and paste the link into your browser.

+1 (833) 245-4610 >

Reply **YES** to confirm Roswell alerts. Recurring msgs sent w/ autodialer&Consent not req'd to purch. Msg&DataRatesApply. Rply HELP4help/ STOP2STOP

YES

## **STEP 5. Confirmation**

Once you confirm, you'll receive a follow-up email or text to that effect. Here's an email example.

**You have been subscribed to Board, Commission, Committee Vacancies.**



City of Roswell Clerk's Office <listserv@civicplus.com>

11:22 AM

**To: [REDACTED]**

This E-mail is in response to a subscription request.

You have just subscribed to the following list:

Board, Commission, Committee Vacancies

This is in addition to any other lists to which you may have previously subscribed.

If these list subscriptions are incorrect you can modify or cancel them by visiting:

<https://www.roswell-nm.gov/List.aspx?Mode=Manage&Email=k.wilson@roswell-nm.gov>

Thank you for your interest!

You are receiving this message because you are subscribed to Board, Commission, Committee Vacancies on [www.roswell-nm.gov](http://www.roswell-nm.gov). To unsubscribe, click the following link: [Unsubscribe](#)

## **STEP 6. Too many notifications?**

If you change your mind on alerts, you have various ways to unsubscribe:

- Click on the "Unsubscribe" link provided in the email.
- Respond to a text message with STOP.
- Head back to <http://www.roswell-nm.gov/list.aspx>. You can uncheck individual subscriptions or unsubscribe from all.