## Subscribing to Glastonbury's eNotification System

## For <u>NEW</u> subscribers:

Manua

		Email Address *	
1.	Visit www.glastonbury-ct.gov/enotify	Retype Email Address *	
2.	Enter your full name and email address	First Name *	
		Last Name *	

3. Scroll down to the **News** heading, and click the envelope icon next to "**Roundabout Construction**" and "**Road Work/Construction**" (a little yellow star will appear to show you've selected it)

- 4. Review the entire page and select any other categories you wish to receive updates for through this system (e.g. tax bills, dog licenses, adjusted town office hours, etc.)
- 5. Scroll to the bottom, enter the text in the field provided to prove you are not a web bot, and Click Submit.

## For **EXISTING** Subscribers to update their preferences:

- 1. Visit www.glastonbury-ct.gov/enotify
- 2. Click "**Change eNotification Preferences**". This will bring you to a page where you should enter your subscribing email address, then click "Change my Preferences".
- 3. An email will be generated to your subscribing inbox. Open and follow the designated link to change your preferences.
- 4. Once on the enotify web page, enter your name and email address, and scroll to the **News** heading.
- 5. Click the envelope icon next to "Roundabout Construction" and "Road Work/Construction".
- 6. Review the page and select any additional categories you wish to receive enotifications for.

## **ENOTIFY**

To receive real-time updates on Town and community announcements t and then select the mail icons next to the Categories of interest. (A little you've selected it). Please review the categories under all headings - C make your selections. We recommend the following News categorie Hours, Road Work/Construction, Tax & Sewer Bill Notices, What's update these settings at any time by visiting this web page and clicking there's a certain category you do not see below that you believe should marketing@glastonhumy.ct.gov

eNotification Signup	Change eNotification Preferences	
Email Address *		

7. Scroll to the bottom, enter the text in the field provided to prove you are not a web bot, and Click **Submit**.

News		
Adjusted Town Office H	SASSESSOR Personal Pro	🗟 Bid & RFP Results
Board of Education	🖻 Budget	🖹 Dog License Notificatio
Education	Elections	🖹 Glad
Green Initiatives	🖹 Hazard Alert	🖹 Housing Authority
📄 Job Postings	🗟 Land Records Notificati	Plan of Conservation &
Recreation	Registrars' Office of Vot	Road Work/Construction
Roundabout Construction	🔄 Sharing Tree Senior Ne	Social Service & Donati
Storm Updates	💌 Tax and Sewer Bill Noti	🖻 Town Manager
Used Computer Sales	SWhats Happening in GI	