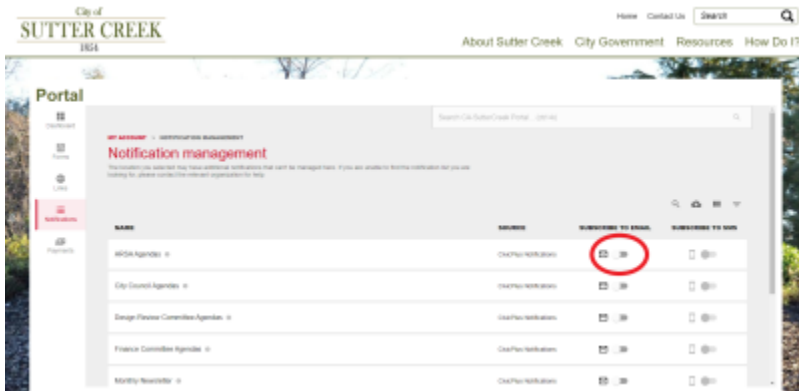


In order to create an account to receive email notifications for the City of Sutter Creek click on the Notify Me menu button on the right and follow the instructions listed below.

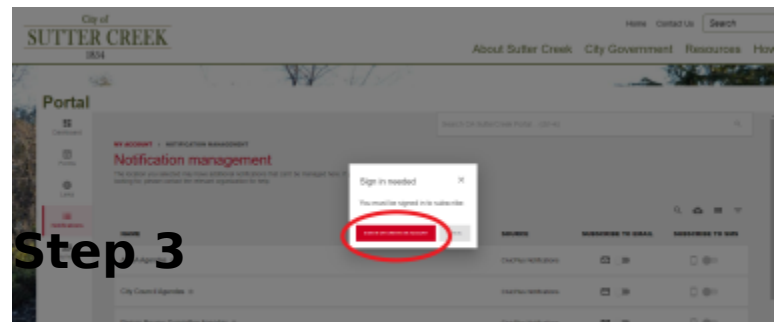
If when creating your account it says the the username / email is taken, click on the Reset Password Menu link and follow the instructions listed there.

Step 1



Toggle on one of the notification categories that you would like to get alerts for by clicking the button next to the mail icon.

Step 2



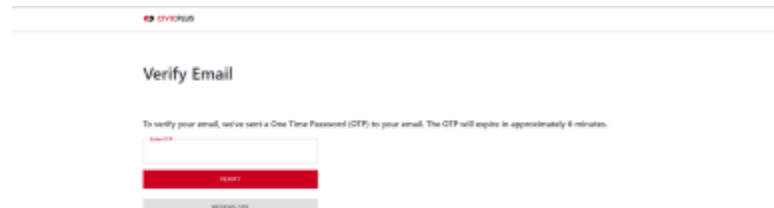
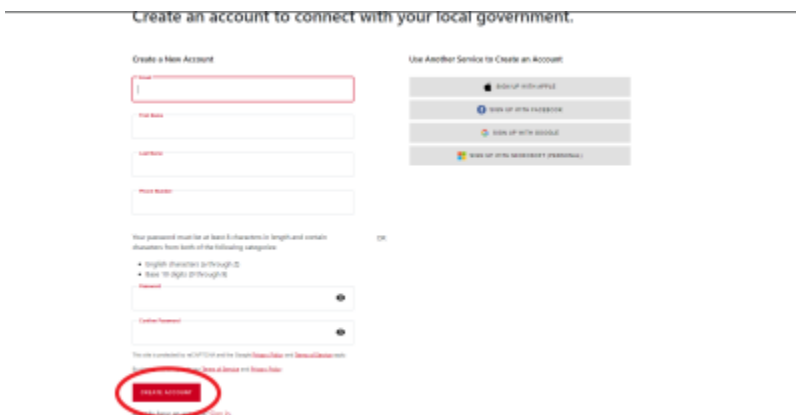
Step 3



Step 4

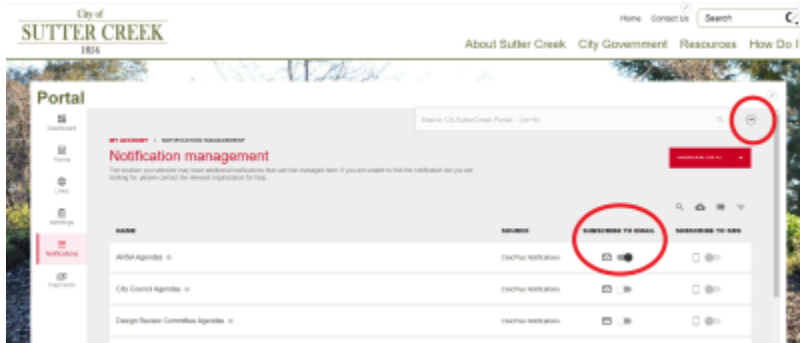
Fill out the information and click "**Create Account**" at the bottom of the page

Step 5



that password and select **Verify**.

Step 6



Once the one time password has been verified you will be able to go back to the notification management page and toggle on which lists you want to receive email notifications for.

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