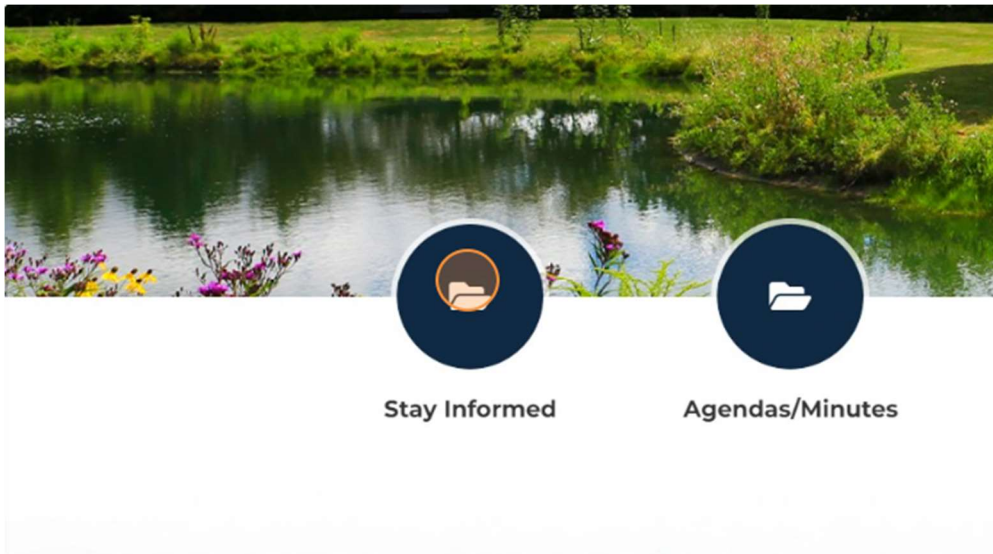


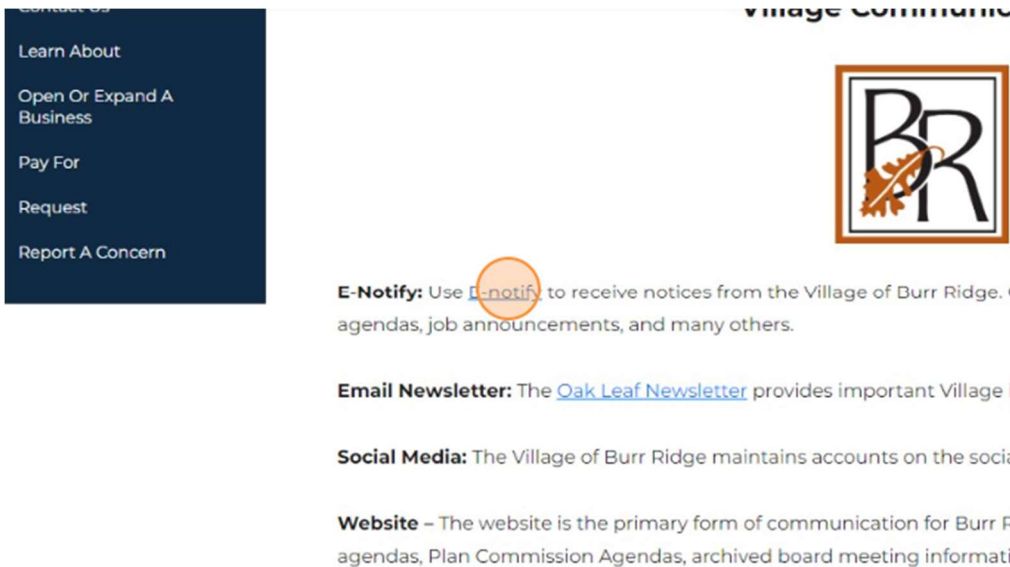
How To Subscribe to E-Notify

This guide provides step-by-step instructions on how to subscribe to E-Notify on the Burr Ridge website. By following these steps, users can receive important notifications from the village via email. This guide ensures that users successfully subscribe to the desired notifications and confirms their subscription.

1. Navigate to <https://www.burr-ridge.gov/>
2. Click Stay Informed on the homepage:



3. Click “E-Notify”:



4. Click the “Your Email” field and enter your email address:

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.

Use sign in to subscribe, unsubscribe, manage your subscriptions

YOUR EMAIL
Email Address...

Alerts

EMAIL BY TEXT PAGE TITLE PAGE LINKS

5. Click the “Sign In” Button:

3

your

To subscribe or unsubscribe click Email icon and/or SMS icon next to the pages to which you wish to subscribe/unsubscribe.

Sign In

6. Click the circle next to the notification you wish to receive:

Alerts

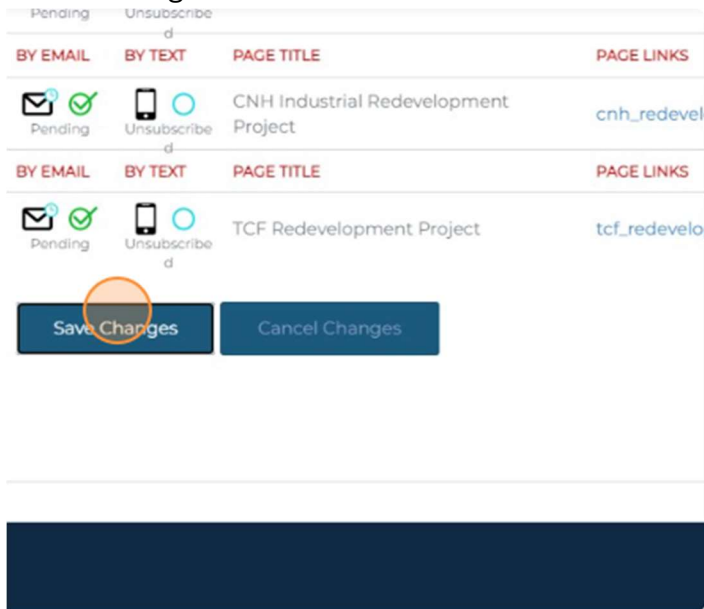
subscribe via email		PAGE TITLE	PAGE LINKS
<input checked="" type="checkbox"/> BY EMAIL	<input type="checkbox"/> BY TEXT	Alert	alert_detail.p
<input type="checkbox"/> BY EMAIL	<input type="checkbox"/> BY TEXT	Police Media Blotter	government/
<input type="checkbox"/> BY EMAIL	<input type="checkbox"/> BY TEXT	Water Main Breaks	government/

7. Do this for each notification you wish to receive:

Alerts

BY EMAIL	BY TEXT	PAGE TITLE	PAGE LINKS
<input checked="" type="checkbox"/> Pending	<input type="checkbox"/> Unsubscribe	Alert	alert_detail.p
<input checked="" type="checkbox"/> subscribe via email	<input type="checkbox"/> Unsubscribe	Police Media Blotter	government/
<input type="checkbox"/> BY EMAIL	<input type="checkbox"/> BY TEXT	Water Main Breaks	government/
<input type="checkbox"/> BY EMAIL	<input type="checkbox"/> BY TEXT	Public Notices	government/

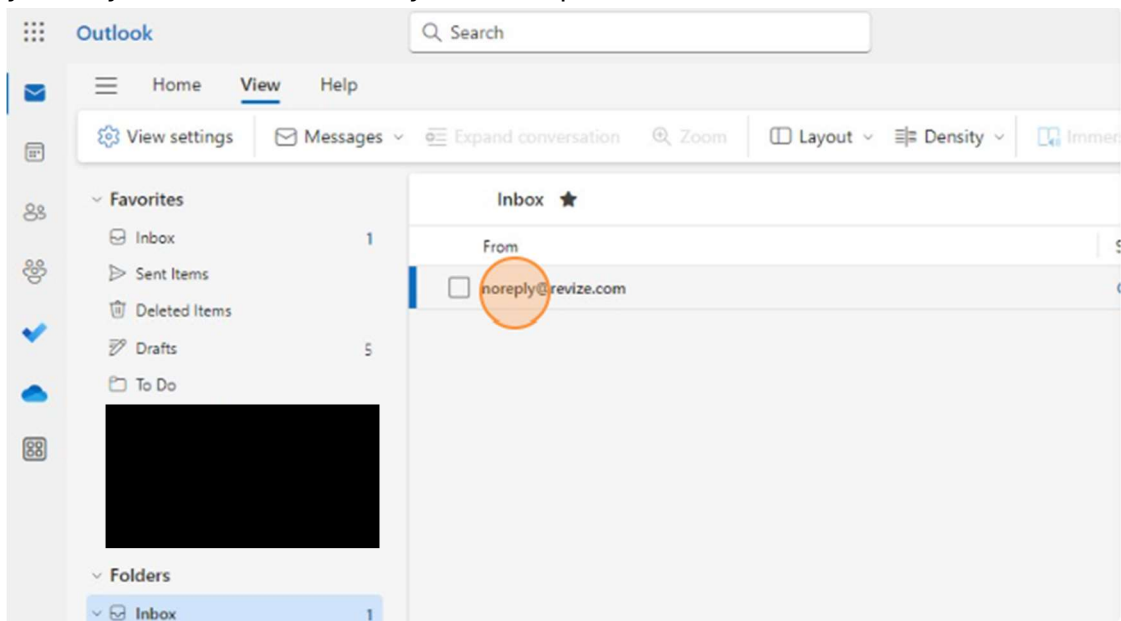
- Once you have selected your preferred notifications, at the bottom of the page, click “Save Changes.”



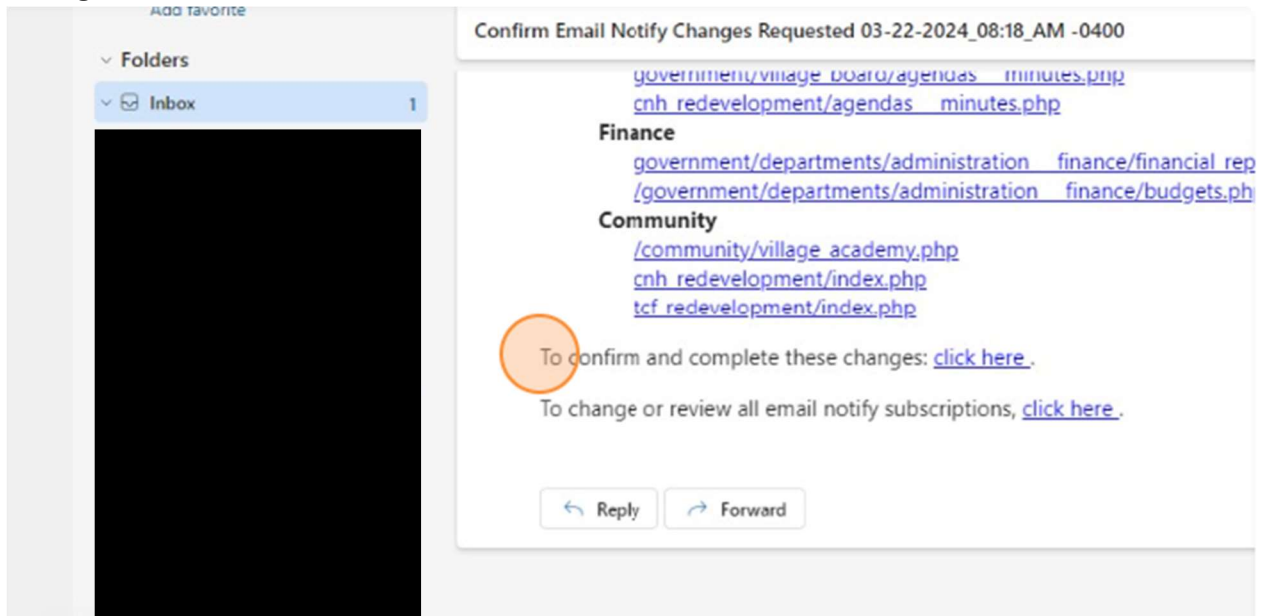
- Go to your email account.

- Open the email from “noreply@revize.com”. *This example uses Microsoft outlook. Your email may look different with other email accounts.*

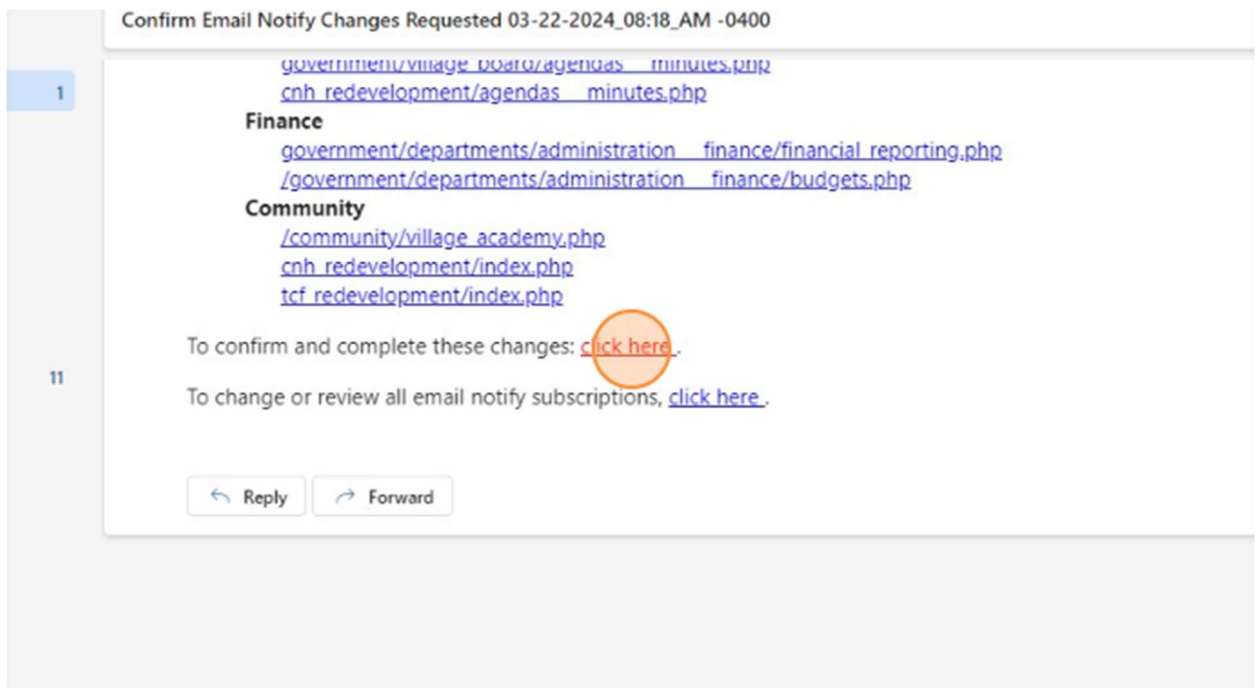
If you did not receive an email from “noreply@revize.com” then your email provider has probably moved this email into your junk or spam inbox. If you do not see it there, you may need to reach out to your email provider.



11. Toward the bottom of the email, you will see: "To confirm and complete these changes: click here":



12. Click "click here"



13. The link should open a page to the Village's e-notify webpage and say "Your Subscription has been confirmed successfully."

2

and select a

If you want to receive text messages enter your phone number and select Save.

YOUR EMAIL













hbreakey@burr-ridge.gov

CHANGE YOUR SAVED PHONE NUMBER

Ex:999-777-1234. Standard text messaging rates apply.

Your Subscription has been confirmed successfully.

14. The notifications should now say "subscribed"

Alerts			
BY EMAIL	BY TEXT	PAGE TITLE	PAGE LINKS
  Subscribed	  Unsubscribe	Alert	alert_detail.p
BY EMAIL	BY TEXT	PAGE TITLE	PAGE LINKS
  Subscribed	  Unsubscribe	Police Media Blotter	government
BY EMAIL	BY TEXT	PAGE TITLE	PAGE LINKS
  Subscribed	  Unsubscribe	Water Main Breaks	government
BY EMAIL	BY TEXT	PAGE TITLE	PAGE LINKS

15. If you follow these steps exactly, then you will be subscribed to e-notify for the items you selected.