

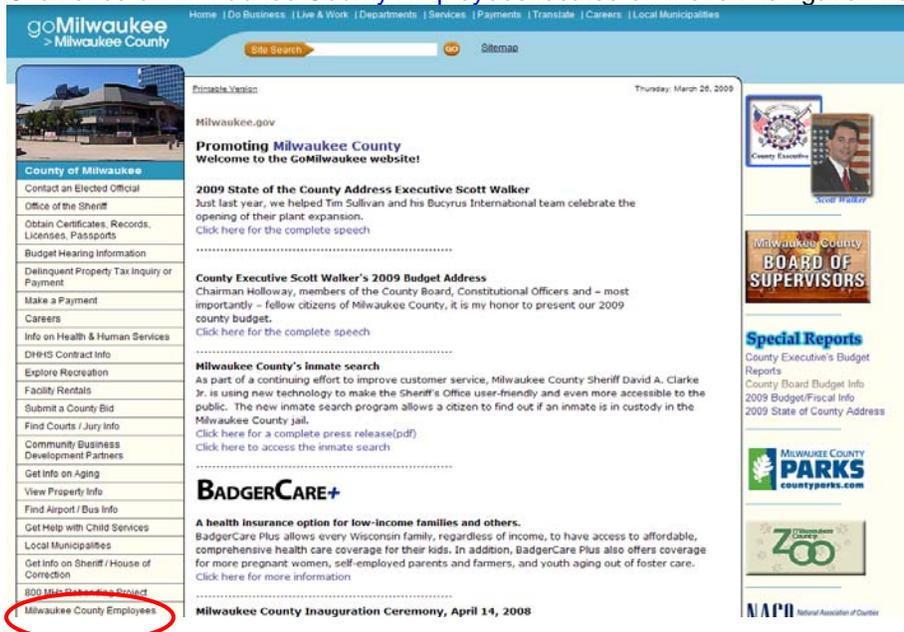
Create and Log in to an E-Notify Account

The following instructions walk you through creating and logging into an E-Notify account. We strongly suggest printing this document. If printing is not an option please read this document in its entirety before clicking on the link for the website.

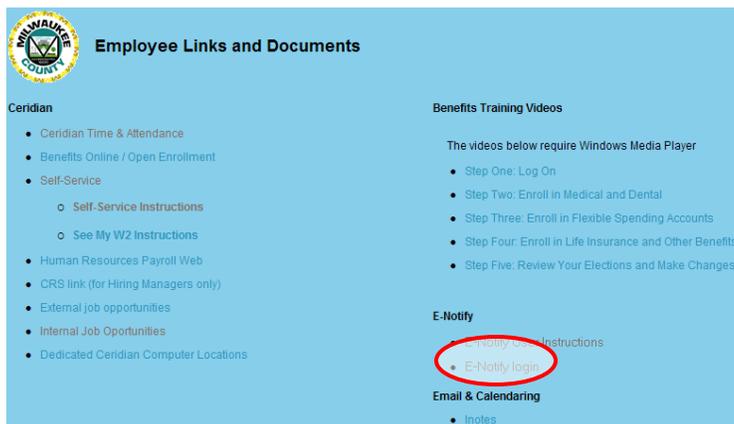
1. Click on the link to the right <http://www.milwaukee.gov> or copy and paste the link into your browser's address field. Click on [Milwaukee County](#).



2. Click once on [Milwaukee County Employees](#) located on the left navigation frame.



3. Click on [E-Notify login](#).



Create and Log in to an E-Notify Account

4. Click once on [new user](#).

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Welcome to Milwaukee.gov E-Services

Please sign in to access your account. **If you do not have an account**, it will take a few moments to create one by clicking [here](#) on new user.

Please note: the same password applies to E-Notify and E-Service Request.

E-Mail Address:	<input type="text"/>
Password:	<input type="password"/> forgot password?click here
	<input type="button" value="Log In"/>
	<input type="checkbox"/> store my email address and password on this computer using cookie(more information)

Some emergency requests must be made by telephone. Please check here for [Quick Response](#) telephone numbers.

Note: To ensure receipt of email from the City of Milwaukee, please add the following email addresses to your spam filter's safe list: eservices@milwaukee.gov and MilwaukeeE-Notify@milwaukee.gov.

5. The next screen walks you through creating a new account. Follow the instructions. Please note the only mandatory field is Email Address.

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Creating an account is fast and easy:

1. Type in your valid email address and any optional registration information you'd like to provide.
2. Click the "Create Account" button once to submit your registration.
3. Your account will be created immediately and your initial password will be sent to your email address.
4. Use your initial password to login. After logging in, you may change this password to something easier to remember by clicking 'Your Information'.

Email Address: required

Your Information (Optional):

First Name:

Last Name:

Address:

6. When you finish entering the information click Create Account.

7. The following screen will open.

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Thank You! Your initial password will be sent to your email address shortly.

Please sign in to access your account.

E-Mail Address:

Password:

store my email address and password on this computer using cookie([more information](#))

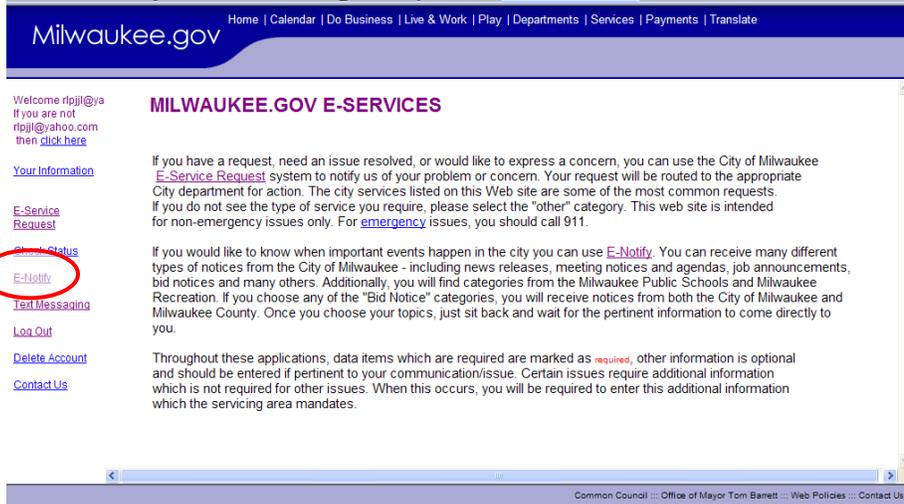
Note: If you do NOT see that email in your main inbox within 30 minutes, try checking your "junk mail" folder or please add the following email addresses to your spam filter's safe list(allowed senders): eservices@milwaukee.gov and MilwaukeeE-Notify@milwaukee.gov.

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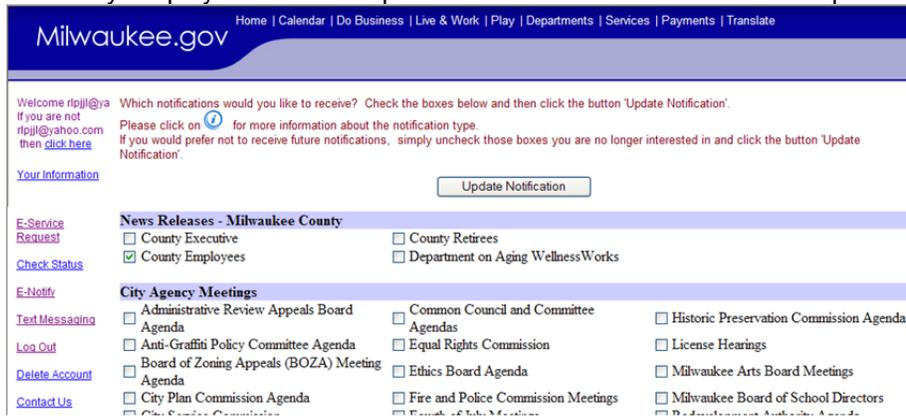
- You will receive an email at the address you designated in step 4 from eservices@milwaukee.gov containing your password.
- Follow steps 1 through 3. Enter your E-Mail Address and Password. Click Log in.



- Click E-Notify in the left navigation panel.



- Scroll down to the section **News Releases – Milwaukee County**. Click on the box to the left of County Employees. This will place a checkmark in the box. Click Update Notification.



Create and Log in to an E-Notify Account

12. You will receive a notice informing that your subscriptions are updated.



You will now be notified of any county-wide emails via your personal email address.

Feel free to select any other notifications you may be interested in receiving.