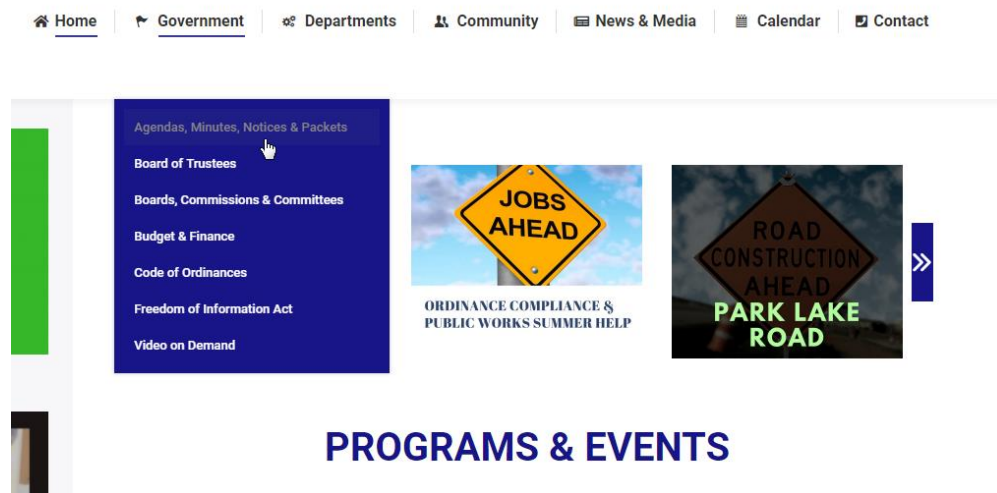


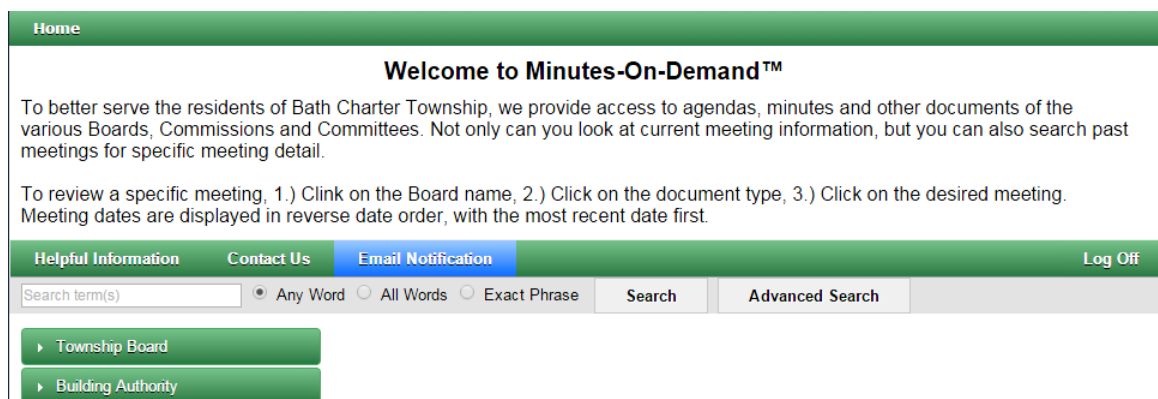
Minutes-On-Demand Notification Sign-Up Instructions

To create an account to receive email notifications when new documents are added to folders.

1. Go to Bath Charter Township website at www.bathtownship.us
2. With mouse, hover over **Government** tab of menu. A drop-down menu will appear with several options.
3. Click **Agendas, Minutes & Packets**



4. Click **Email Notification**



5. Click **Sign Up**

Login with your email address and password to manage your notifications.

Email Address

Password

[Log In](#)

[Forgot your password?](#)

[Sign Up](#)

6. To create an account to receive email notifications when new documents are added to folders, you will be prompted to enter an Email Address, Password, Confirm Password, First Name, Last Name, and Image Security Test.

Once you have completed the information, click **New Account** to submit the information.

Create an account to receive email notifications when new documents are added to folders.


Email Address


Password

Confirm Password

First Name

Last Name

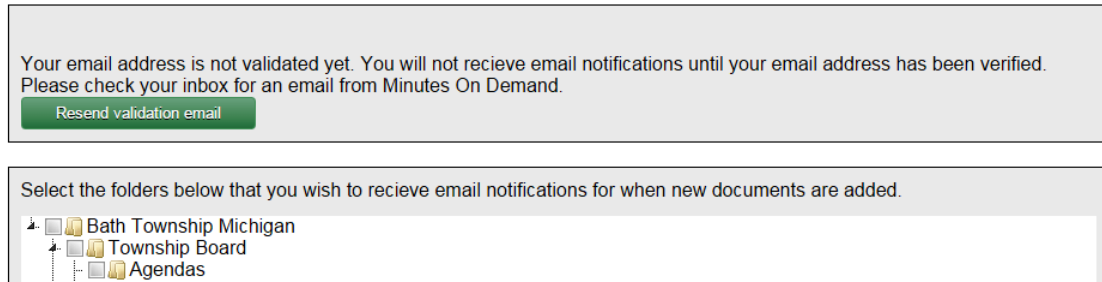


Type the text 

[Privacy & Terms](#)

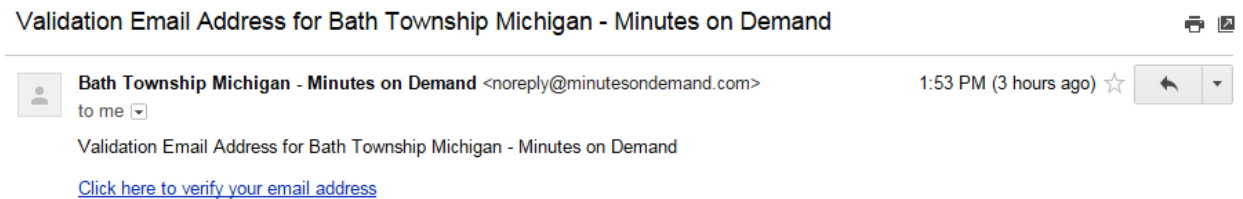
[New Account](#)

7. A message indicating that your email address is not yet validated will be displayed on screen.

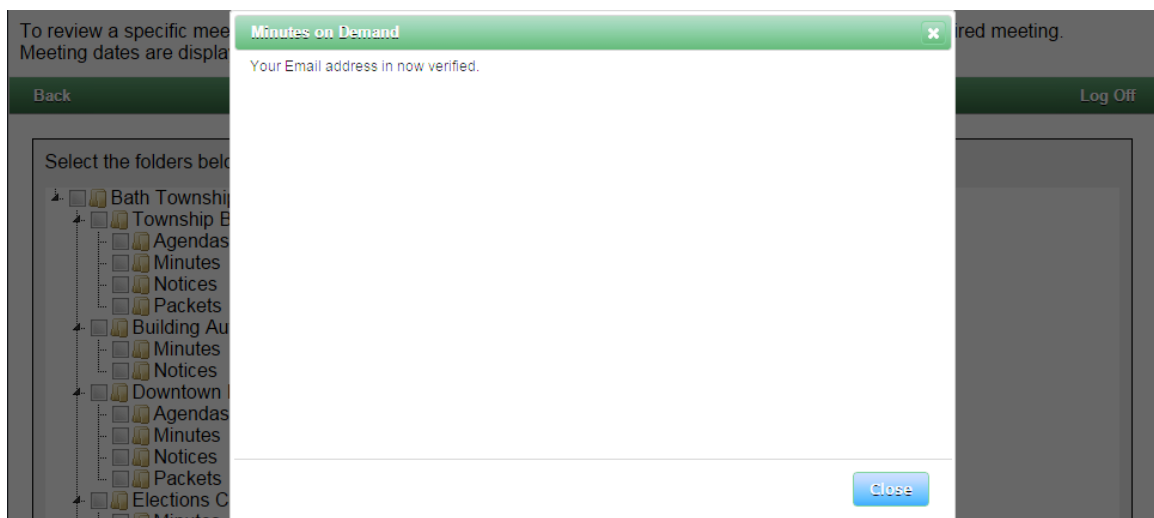


8. Check the email account for the address you used to create the account. You should receive a validation email from the Bath Township Michigan Minutes on Demand system.

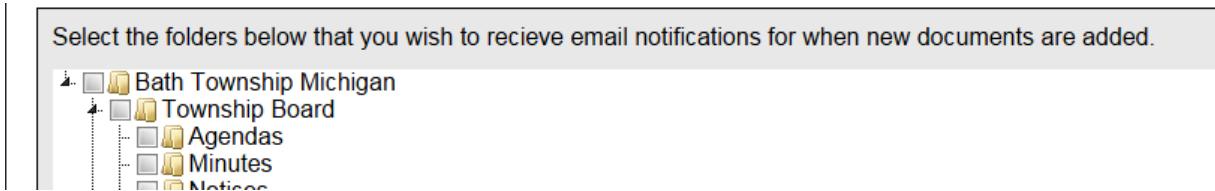
The email, similar to the one pictured below, will contain a link to verify your email address.



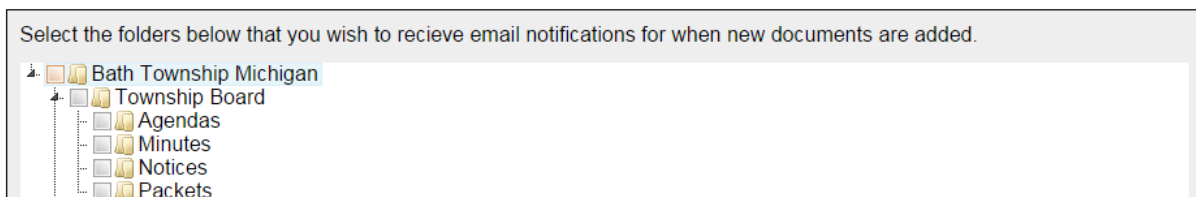
9. Once you click the link provided, you should receive a message on screen that your email address is now verified. Click **Close**



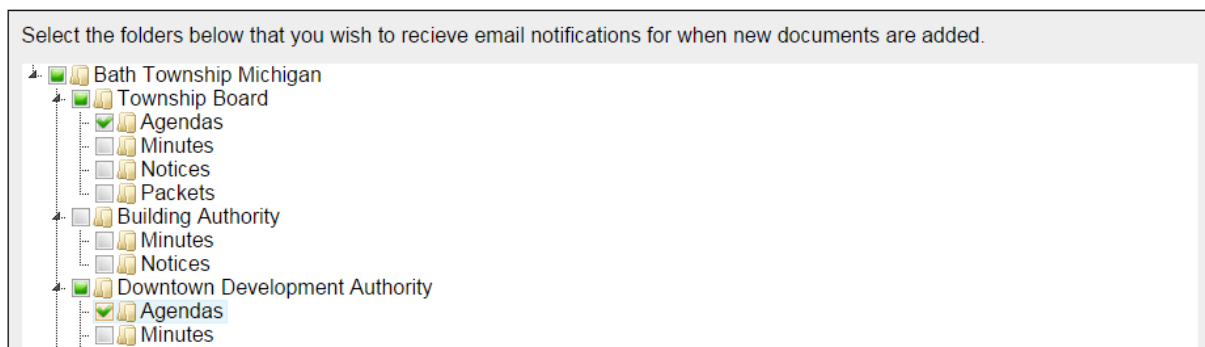
10. Select the folders below that you wish to receive email notifications when new documents are added.



Checking the box left of Bath Township Michigan will opt you into receiving email notifications for everything listed when documents are added.



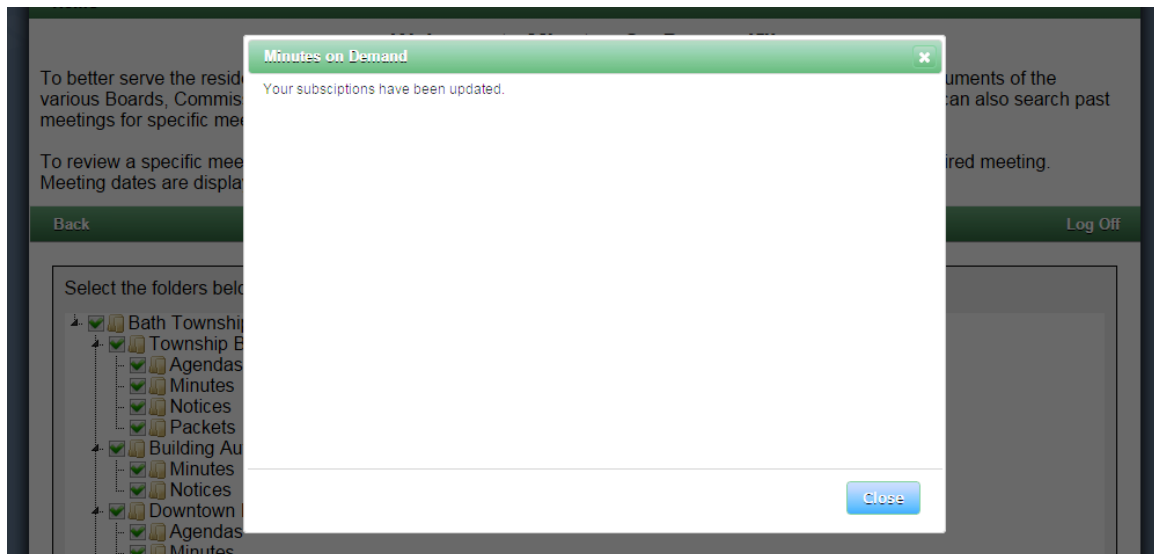
Or, you may go through each committee and only check the boxes left of the individual items you want to receive email notifications for when documents are added.



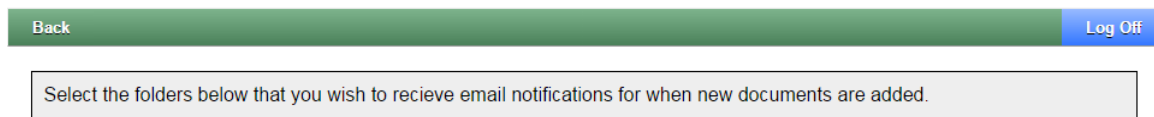
Once your selections are complete, at the bottom of the screen click **Save Changes**



11. Once you click **Save Changes**, you should receive a message on screen that your subscriptions have been updated. Click **Close**



12. Click **Log Off**



Questions about **Minutes-On-Demand** can be directed to the Bath Charter Township Administrative Offices at (517) 641-6728 or info@bathtownship.us.