

## Documents-On-Demand Notification Sign-Up Instructions

Creating an account allows you to receive email notifications when new documents are uploaded to folders.

1. Go to the Bath Charter Township website at [www.bathtownship.us](http://www.bathtownship.us)
2. Hover your mouse over the 'Government' tab on the menu. A drop-down menu will appear.
3. Click the 'Agendas, Minutes, & Packets' option. You will be redirected to the Documents-On-Demand website (pictured below).



4. Click 'Email Notifications' in the top-left corner



Please Login to Continue

Email Address  Email Address  
The Email Address field is required.

Password  Password  
The Password field is required.

Remember me?

[Sign Up?](#)  
[Forgot your password?](#)

5. Click 'Sign Up?' in the bottom-left corner of the login box



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


Email Address  Email Address  
The Email Address field is required.

Password  Password  
The Password field is required.

Confirm Password  Confirm Password

First Name  First Name

Last Name  Last Name

I'm not a robot  [Privacy](#) [Terms](#)

6. Provide your email address, password, first name, and last name. Don't forget to check the 'I'm not a robot' box. Click 'Create New Account' after you have completed the information.



✉ Your email address is not validated yet.

You will not receive email notifications until your email address has been verified. Please check your inbox for an email from Documents On Demand.

✉ Resend validation email.

✉ Email Notifications

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

Bath Township Michigan

Cancel Save

- 
7. A message indicating that your email address is not yet validated will be displayed on the screen. Check your email account for an email from Documents-On-Demand and click the provided link to verify your email address.
  8. Once you click the link provided, you should receive a message on the screen that your email address is now verified.

Your email address is not validated yet.

You will not receive email notifications until your email address has been verified. Please check your Inbox for an email from Documents On Demand.

Resend validation email.

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Email Notifications

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

- Bath Township Michigan
  - PUBLIC NOTICES
  - Board of Trustees
  - Building Authority
  - Downtown Development Authority
  - Elections Commission
  - Farmers Market
  - Finance Committee
  - Housing Commission
  - Library Committee
  - Park Lake Advisory Board
  - Parks & Recreation Committee
  - Planning Commission
  - Police & Fire Board
  - Public Art Committee
  - Road Committee
  - Senior Services Advisory Board
  - Sewer Board of Appeals
  - Superintendent Performance Work Group
  - Zoning Board of Appeals

9. You can select the folders you wish to receive email notifications for when documents are added. If you wish to receive notifications for **ALL** Bath Township folders, you can click the box next to 'Bath Township, Michigan'. If you want to receive notifications for certain folders, select the '+' sign next to 'Bath Township, Michigan'. A list of folders should drop down. Select the boxes next to the folders you wish to receive notifications for.
10. Once you have selected all of your desired folders, click 'Save'. You will now begin receiving notifications as documents as added.

Questions about Documents-On-Demand can be directed to the Bath Charter Township Offices at (517) 641-6728 or [info@bathtownship.us](mailto:info@bathtownship.us).