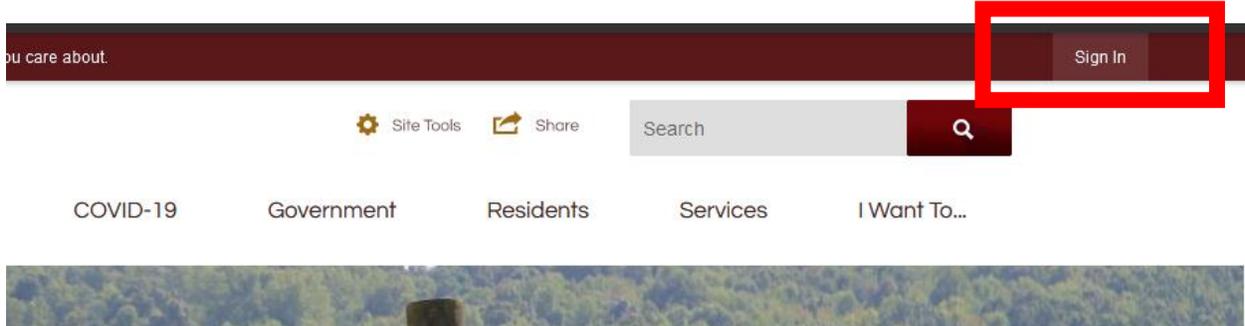


# How to Sign Up for Notifications from the Wilkes County Website

1. Open a web browser and navigate to [www.wilkescounty.net](http://www.wilkescounty.net)
2. On the website, click on “Sign In” in the top right of the screen.



3. If you have not yet created an account on the website, click on “Create An Account.” If you already have an account, you may skip forward to Step 8.

## Sign In

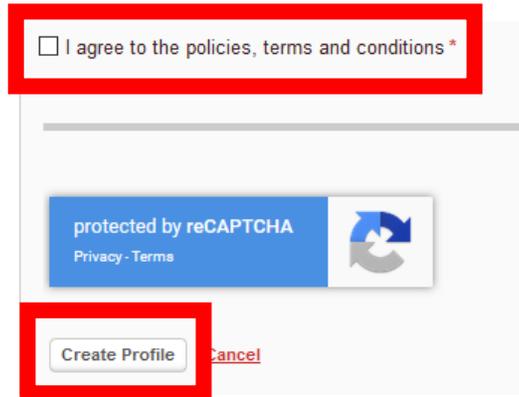
When using an existing account, you will be redirected to the CivicPlus sign in page.



4. Enter your First Name, Last Name, and Email address in the fields specified. You may also enter a custom display name, make your profile private, add an “About Me” section, and upload a photo if you choose, though these things are not required.

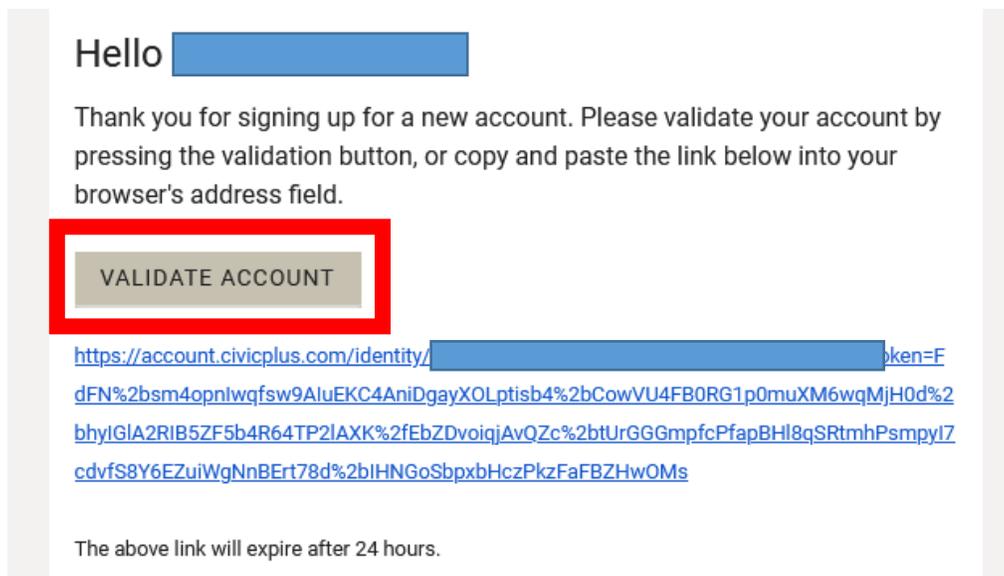
A screenshot of the user registration form. It contains several input fields and checkboxes. The fields are: 'First Name\*' (with a blue cursor), 'Last Name\*' (with a blue cursor), 'Email\*' (with a blue cursor), and 'Display Name' (with a blue cursor). Below the 'Display Name' field is a small note: 'Use this field if you do not want your real name displayed.' There is a checkbox labeled 'Make my profile private' with 'Yes' selected. Below that is a large text area labeled 'About Me' with a character count: 'You have 500 characters left.' At the bottom, there is a 'Photo' section with a 'Choose your profile photo:' label and a 'Browse...' button next to the text 'No file selected.'

5. Scroll to the bottom of the page, and check the box stating “I agree to the policies, terms and conditions.” Then click on “Create Profile.”



A screenshot of a registration form. At the top, there is a checkbox labeled "I agree to the policies, terms and conditions \*", which is highlighted with a red box. Below this is a reCAPTCHA widget with the text "protected by reCAPTCHA" and "Privacy - Terms", and a circular refresh icon. At the bottom of the form, there are two buttons: "Create Profile" and "Cancel". The "Create Profile" button is highlighted with a red box.

6. You will receive an email from “CivicPlusPlatform” on the email account you signed up for. Before you can sign up for notifications, you must sign into your email account, open the email from CivicPlusPlatform, and click on “Validate Account”



7. You will then be taken to the following screen. Create a password that meets the complexity requirements laid out in the lower right hand side of the screen, then click Submit

CIVICPLUS | RESET PASSWORD

Password

Confirm Password

Your password needs to be sufficiently long and unique to be secure. New passwords cannot match the 4 most recently used passwords. All passwords are compared against a list of more than half a billion passwords from previous data breaches to ensure security. Passwords with up to 128 characters and special characters including spaces are permitted.

Your password must be at least **8 characters** in length and contain characters from **both** of the following categories:

- Numbers
- Letters

SUBMIT CANCEL

8. You will then be redirected to a login screen, where you can enter your email address and the password you just created. Click Sign In when done.

WELCOME TO  
WILKES COUNTY, NC  
WEBSITE

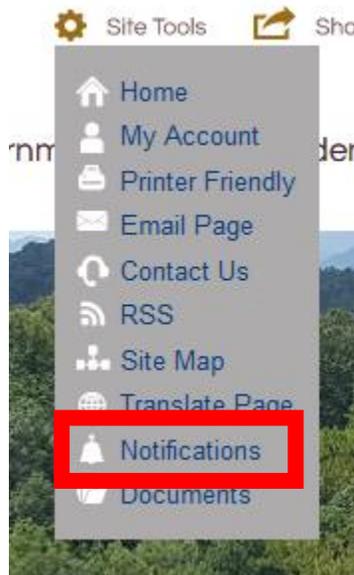
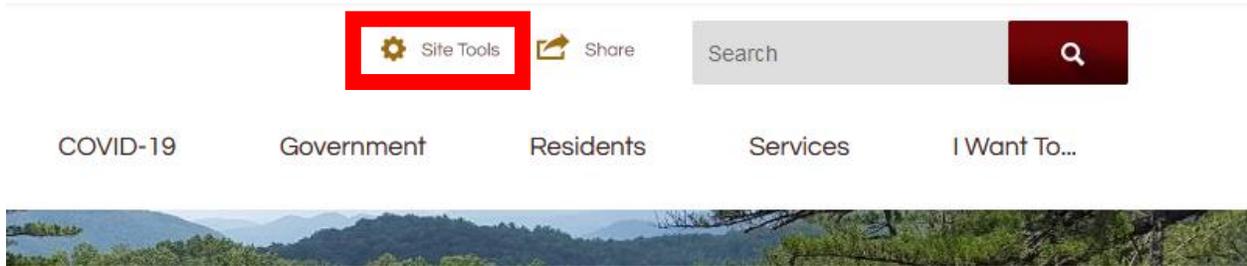
Email Address

Password

Remember my email address

SIGN IN

9. You should now be on the website's homepage. Click on "Site Tools" near the top of the screen. Then click on "Notifications."



10. Here you will see your email address listed, as well as an option to enter a phone number to receive text messages. If you enter a phone number, you will have the option to subscribe to either emails, text messages, or both. You can choose which categories to subscribe to, they are all listed on the page. To subscribe, simply click the email or phone icon next to the category, based off of which method you would prefer to receive notifications.

