Dear «First\_Name» «Last\_Name»:

Our organization has contracted with West, provider of GroupCast to provide timely communication to staff and community on matters such as outages, general interest activities and community surveys.

In order to enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using our organization’s subscriber website for GroupCast. This allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through this secure web site.

Steps for setting up your account:

1. Enter the following URL into your web browser:

**<ENTER YOUR GROUPCAST SUBSCRIBER URL>**

1. Click the **Sign Up Now** link near the bottom of the page.
2. You will be taken to the Sign-Up page where you will need to confirm the encrypted image, your name, a valid email address and a password. You’ll use your email address and the password you enter here to sign in later. Review and accept the Terms of Service. Click **Create Account** when you are done.

**Note: West has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.**

1. Check your email. There will be an Account Activation email from support@groupcast.com with the subject **Account Activation**, which contains a link to activate your account; activation codes are valid for 24 hours. This link will take you to a confirmation page where you must enter your password in order to activate your account. (**Note: Do not reply to this email directly – you only need to follow the directions**).
2. Once you’ve activated your account, you’re ready to select your notification preferences.
3. Simply select the type(s) of notifications you wish to receive and the groups to which you belong.
4. When you have finished making selections click **Save**.
5. Follow the instructions to add additional contact information, such as additional email and phone numbers, to your account.

Thank you for signing up and we hope you enjoy GroupCast!