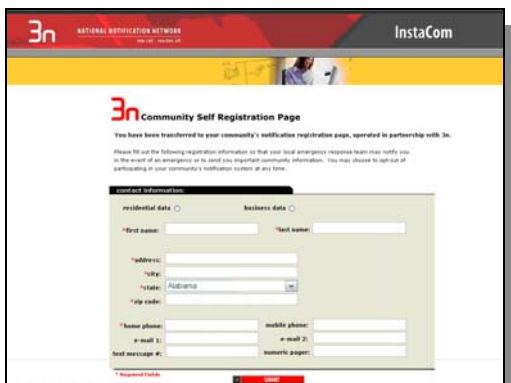
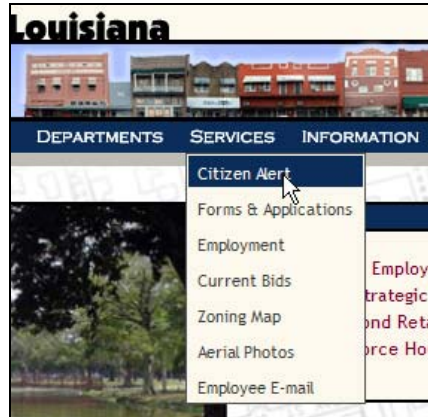


## 3n Citizen Alert Opt-In Instructions

Go to <http://www.hammond.org>  
Click on **Citizen Alert** under the **Services Menu**  
at the top of the home page.

Read about the system and then **click the Opt-In link** at the bottom of the page.



You will be directed to the Opt-In page. Be sure to enter the following required fields:

- First name
- Last name
- Address
- City
- State
- Zip code
- Phone

**!** If you would like the City to contact you in other ways, please enter additional contact information.

Click **Save**.

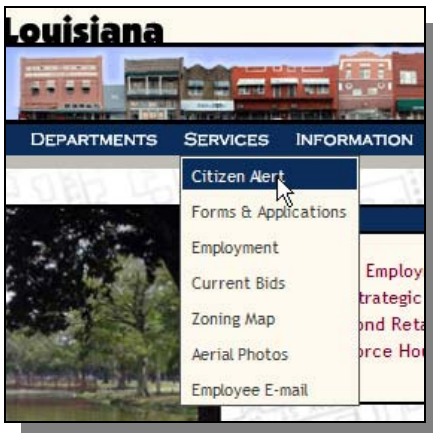
Verify you entered your contact information correctly and click **Submit**.

### Complete!

You will receive a confirmation screen that we have received your contact information. We will review and add you to our contact list in approximately 2 weeks.



## 3n Citizen Alert Opt-Out Instructions



If you no longer wish to receive alerts from the City, go to <http://www.hammond.org>

Click on **Citizen Alert** under the **Services Menu** at the top of the home page.

**Click the Opt-Out link** at the bottom of the page.

You will be directed to the Opt-Out page. Be sure to enter all the phone numbers and email addresses you registered with and would like removed. Your contact information must match for us to find you in the system.

Click **Confirm**.



### Complete!

You will receive a confirmation screen that we have received your request. Please allow a minimum of 2 weeks to process your request.