

WE'RE MOVING

Our Agenda Alert Subscription Service

If you enjoy receiving our meeting updates by email or text, please be sure to register on our new portal so you won't miss a single notification. **Your current email subscription ends March 31.**

Register At: kennewickwa.portal.civicclerk.com

Transparency For You!

Our new portal makes it easier to find meetings, agendas, minutes and packets.

What is a Subscription?

A **FREE** service that sends alerts when meeting agendas and packet materials are published.

Now, staying informed is easier than ever before!

Is There A Deadline?:

If you don't register with our new portal, you won't receive meeting alerts after March 31.

Is a Subscription Required?

Only for the alert service. The agendas and packet materials are available to everyone, always.

Registration is always open. Don't wait --- subscribe today!

Use the steps from the next two pages to register and subscribe.



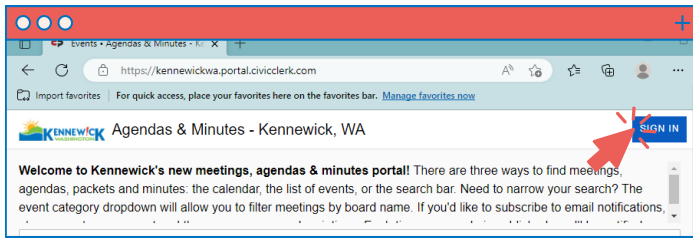
Questions? Call 509-585-4273 or email clerkinfo@ci.kennewick.wa.us



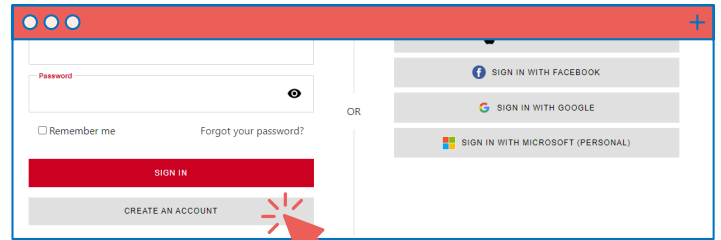
CREATE YOUR ACCOUNT

at kennewickwa.portal.civicclerk.com

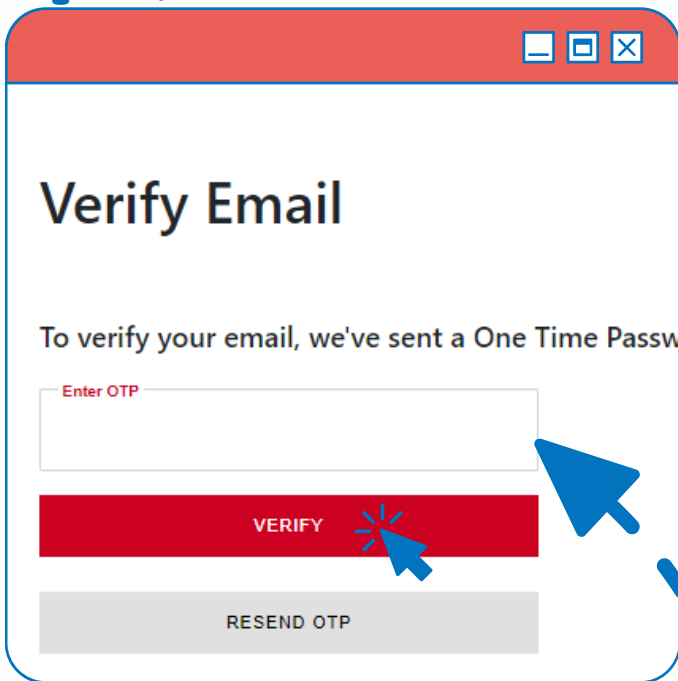
Click **"SIGN IN"**



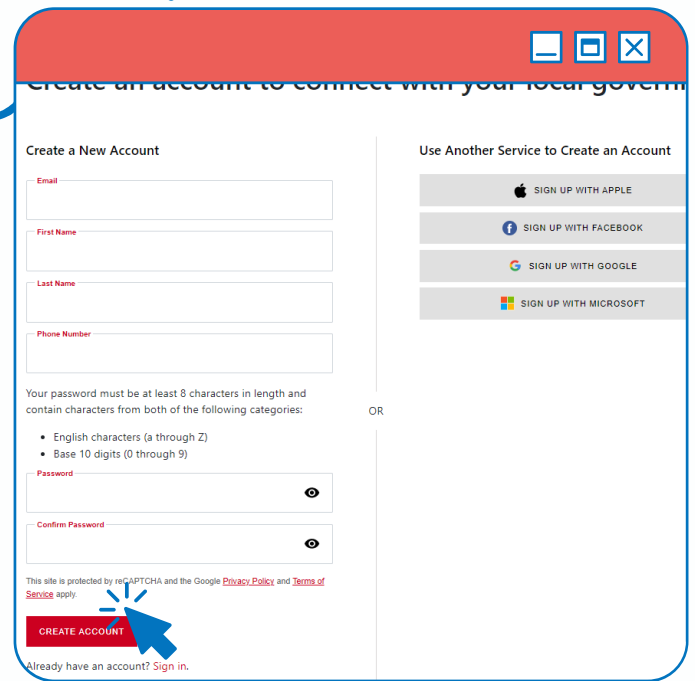
Click **"CREATE AN ACCOUNT"**



Open your email and find the code.

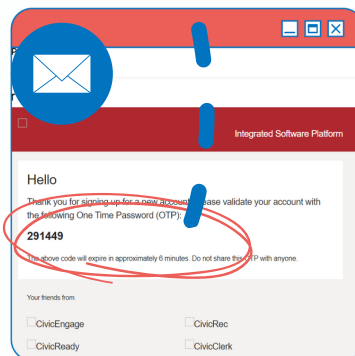


Enter your information.



Add the Code. Click **Verify**.

Click **CREATE ACCOUNT**.

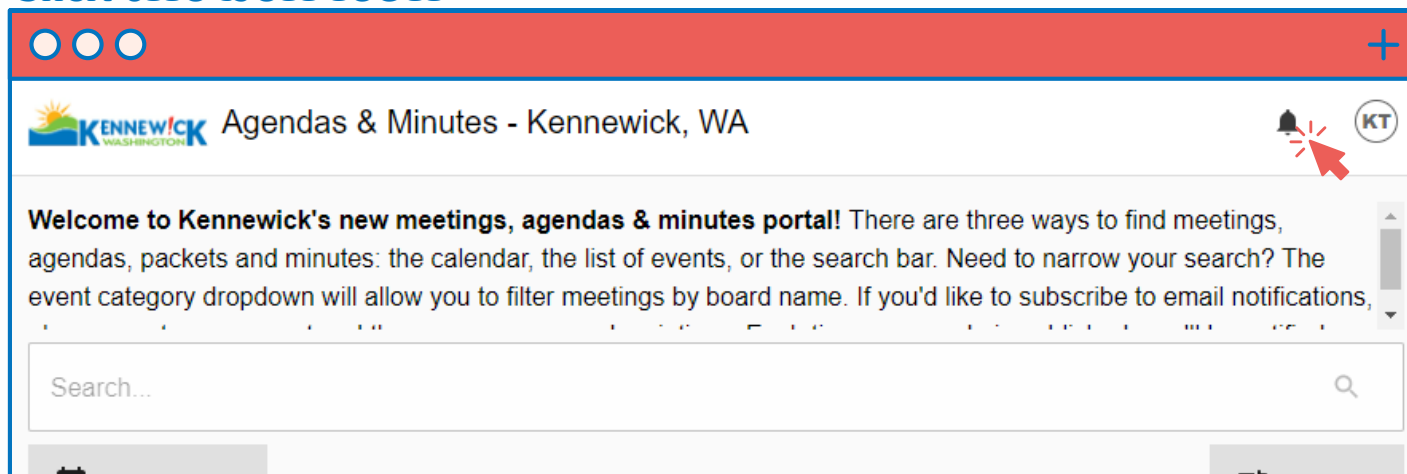


The code is valid for **6 minutes**.

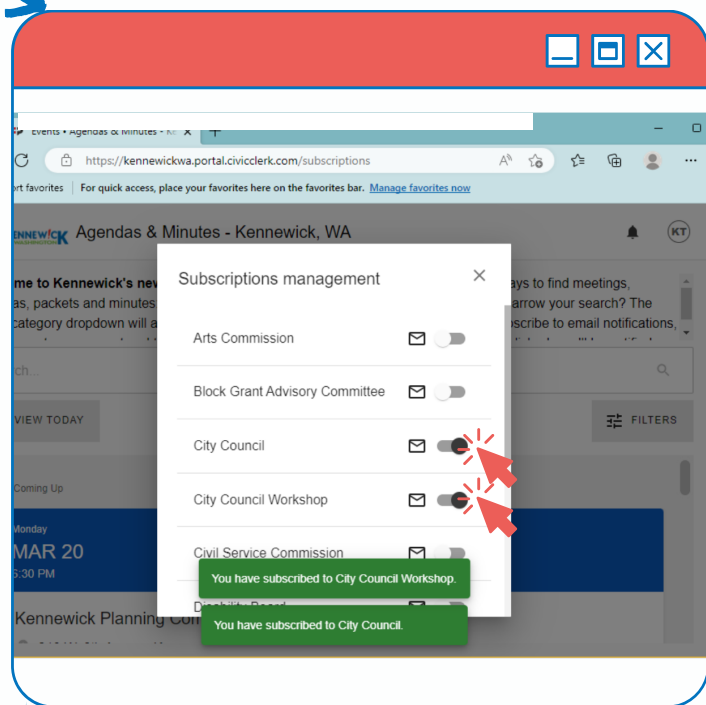
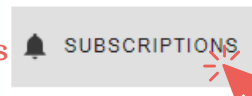
Has it been longer than six minutes? Click the option (in your email) to generate a new code.

Welcome! Your account is now established. All that's left is to choose which boards, commissions and Council meetings you'd like to follow.

Click **the bell icon**



NOTE: Your display may show the bell icon like this



Choose to follow as many or as few boards, commissions and council meeting types as you'd like.

Toggle to subscribe.

Toggle again to unsubscribe.

A green message will briefly appear to confirm your subscription status.

Change your subscriptions at anytime - for any reason.

Success! You're subscribed and will be notified when agendas are published.

WHAT'S NEXT?

In the coming weeks, prior meeting records will be moved over from the old site and new content will be added here. On April 1, the old site will be taken down permanently.