

## **County of Moore**

### **Notify Me<sup>®</sup>**

We are excited to provide you with the ability to sign up and receive email notifications from the County of Moore. Notify Me<sup>®</sup> allows you to be notified of information you want to see as soon as it is posted to the County of Moore website.

**[What will I see on the Notify Me<sup>®</sup> Page?](#)**

**[How do I Navigate to the Notify Me<sup>®</sup> Page?](#)**

**[How do I create a website account?](#)**

**[How do I log into Notify Me<sup>®</sup>?](#)**

**[How do I sign up to be notified?](#)**

## What will I see on the Notify Me® page?

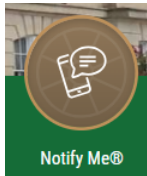
As of current time our Notification Categories are listed below.

- **Alert Center**
  - Sign up to be notified of Breaking News, Office Closing, Emergency Alerts to name a few.
- **Bid Postings**
  - Sign up to be notified when the County advertises for bids.
- **Calendar**
  - Be notified when a calendar event is updated, or new events are added.
- **News Flash**
  - Be notified as soon as an article is added to the Moore News & Events section of the County website.

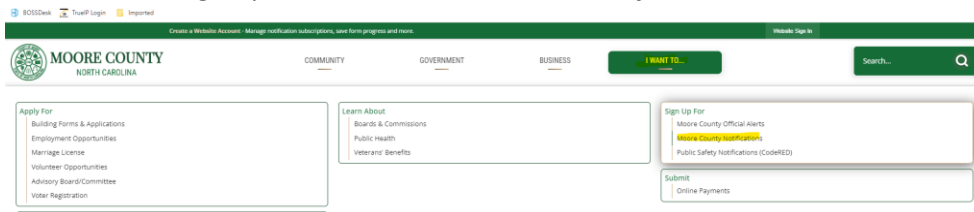
You should expect this area to grow in content and we encourage you to check back often to see if something has been added that you would like to receive notifications on.

## How Do I Navigate to the Notify Me® page?

- **Method 1:** From the County of Moore Home Page [www.moorecountync.gov](http://www.moorecountync.gov), select the icon for “Notify Me®”



- **Method 2:** From the County of Moore Home Page [www.moorecountync.gov](http://www.moorecountync.gov), select “I WANT TO...” locate “Sign Up For” and select “Moore County Notifications.”



Once you have navigated to the Notify Me® page the following webpage will display:

## Notify Me®

1. Sign In
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

### Your Profile Information

#### Email Address

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

#### Phone Number

Save

Ex: 555-555-0123. Standard text messaging rates apply.

[Unsubscribe from All Lists](#)



### Alert Center

Click icon to subscribe

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	Breaking News	Moore County Local Government Breaking News Alerts
<input checked="" type="checkbox"/>	Closings	Moore County Local Government Closing Information
<input checked="" type="checkbox"/>	Emergency Alert	Moore County Local Government Emergency Alerts

## I'M READY TO SIGN UP!

- **Step 1:** [Create a website account.](#)
- **Step 2:** [Login](#)
- **Step 3:** [Select the notifications you want to receive.](#)

## How do I create an account?

You must create an account to receive website notifications.

- **Method 1:** From the County of Moore Home Page [www.moorecountync.gov](http://www.moorecountync.gov), select “**Website Sign In**” located in the top right corner of the page.



- **Method 2:** From the Notify Me® webpage [www.moorecountync.gov/list.aspx](http://www.moorecountync.gov/list.aspx) select “**Sign In**”

Home | Notify Me  
**Notify Me®**  
1. Sign In  
2. If you want to receive text messages enter your phone number and select **Save**.  
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

### Your Profile Information

#### Email Address

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

#### Phone Number

Save

Ex: 555-555-0123. Standard text messaging rates apply.

[Unsubscribe from All Lists](#)

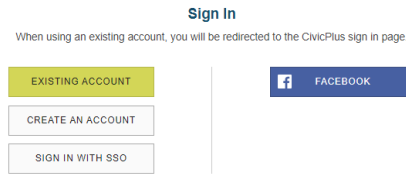


### Alert Center

Click icon to subscribe

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	Breaking News	Moore County Local Government Breaking News Alerts
<input checked="" type="checkbox"/>	Closings	Moore County Local Government Closing Information
<input checked="" type="checkbox"/>	Emergency Alert	Moore County Local Government Emergency Alerts

- Either of the above access methods will result in the **Website Sign In** window displaying if you are not currently logged in.



- **Method 1:** Select the **“CREATE AN ACCOUNT”** button and complete the task of creating an account and setting the credentials for your account.

- **Step 1:** Complete the form.

*Note: Additional Single Sign On (SSO) methods are now displayed that can be utilized. Create an account to connect with your local government.*

- **Step 2:** Verify your email:

## Verify Email

To verify your email, we've sent a One Time Password (OTP) to your email. The OTP will expire in approximately 6 minutes.

- Check the email account you entered to create your account. You should have an email from [noreply@civicplus.com](mailto:noreply@civicplus.com) providing a code.
  - Enter this code within **“Enter OTP”** field and select **“Verify”**

- **Step 3:** Further customize your account if you would like, when done – select “Save”

Home | My Account

First Name\* [Redacted]

Last Name\* [Redacted]

Email\* [Redacted]

Display Name [Redacted]  
Use this field if you do not want your real name displayed.

Make my profile private  
 Yes

About Me  
[Redacted]  
You have 500 characters left.

Photo  
[Redacted]  
Your profile photo will not be displayed.

Choose Your Own

Shipping Addresses  
Add Address

Save Cancel

- **Step 4: You have created your account!**

- **Method 2:** Select the “FACEBOOK” icon and complete the task of signing in with your Facebook account credentials.

- **Step 1:** Enter your Facebook account credentials

facebook

Log into Facebook

Enter mobile number or email address  
[Redacted]

Password  
[Redacted]

Log In

Forgot your password?

Sign Up

Facebook © 2015

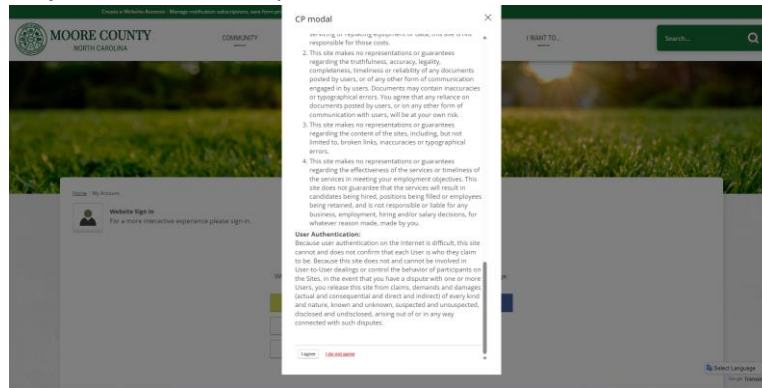
- **Step 2:** Review and confirmation to proceed.

CivicPlus CMS App Feed is requesting access to:  
Your name and profile picture and email address.  
[Edit access](#)

Continue as [Redacted] Cancel

By continuing, CivicPlus CMS App Feed will receive ongoing access to the information you share and Facebook will record when CivicPlus CMS App Feed accesses it. [Learn more](#) about this sharing and the settings you have.  
CivicPlus CMS App Feed's Privacy Policy

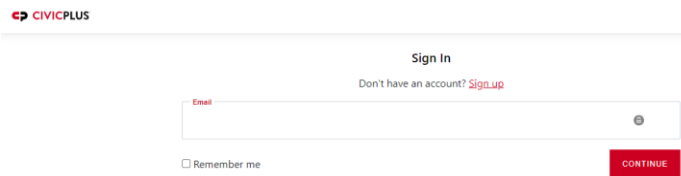
- **Step 3: You must accept Terms**



- **Step 4: You have created your account!**

## How do I log into Notify Me®?

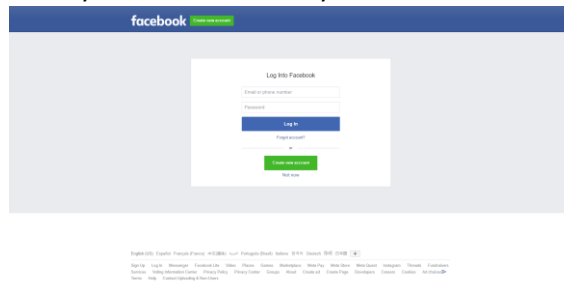
- Navigate to the login screen.
  - <https://moorecounty.nc.gov/MyAccount/?from=url&url=%2Flist.aspx&dn=nc-moorecounty.civicplus.com>
- Select your login method and enter your credentials.
  - **Method 1: EXISTING ACCOUNT**
    - Enter credentials you previously created



- You are now logged into the website and your name should be displayed in the upper right corner of the webpage.



- **Method 2: FACEBOOK ACCOUNT**
  - Enter your credentials for your Facebook account



- You are now logged into the website and your name should be displayed in the upper right corner of the webpage.



- **Method 3: SIGN IN WITH “SSO”** is for County Employees utilizing their Single Sign On credentials.
  - You are now logged into the website and your name should be displayed in the upper right corner of the webpage.

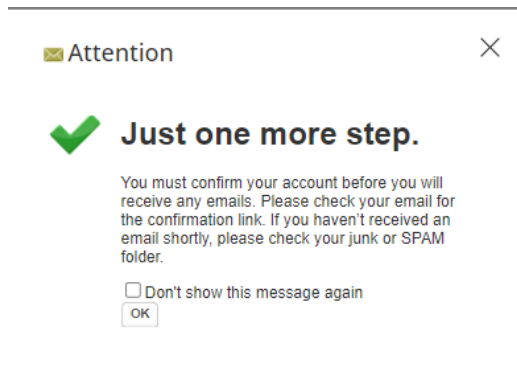


## How do I sign up to be notified?

Notifications can be received via the Email associated with your account.

Navigate to the Notify Me® webpage and you will be presented a list of categories that you can receive notifications on.

- Take me there: <https://moorecountync.gov/list.aspx>
- **To receive email notification** of future post, select the envelope button associated with your items of interest.
  - A window will display advising you must confirm your email account to receive notifications



- You will receive an email from [listserv@civicplus.com](mailto:listserv@civicplus.com) providing a hyperlink that must be selected to confirm your requested enrollment for email notifications.

- Once you have confirmed enrollment, you should see a green check beside the item.



▼ Alert Center

METHOD	LIST NAME	DESCRIPTION
	Breaking News	Moore County Local Government Breaking News Alerts
	Closings	Moore County Local Government Closing Information
	Emergency Alert	Moore County Local Government Emergency Alerts

Click icon to subscribe

If you have questions or need assistance, please email the [Webmaster](#).