

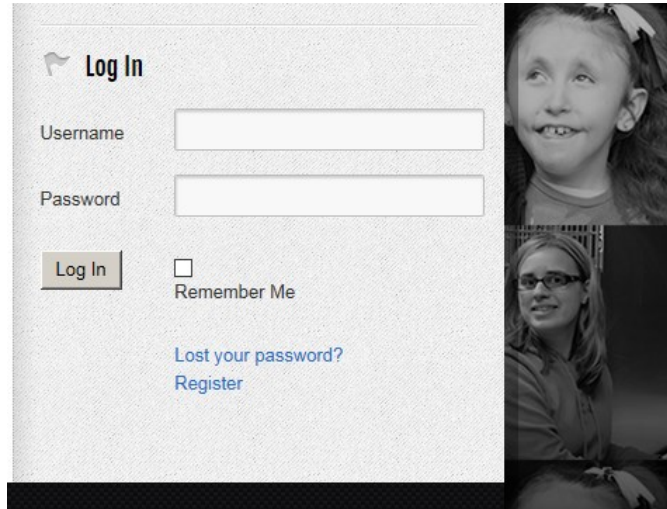
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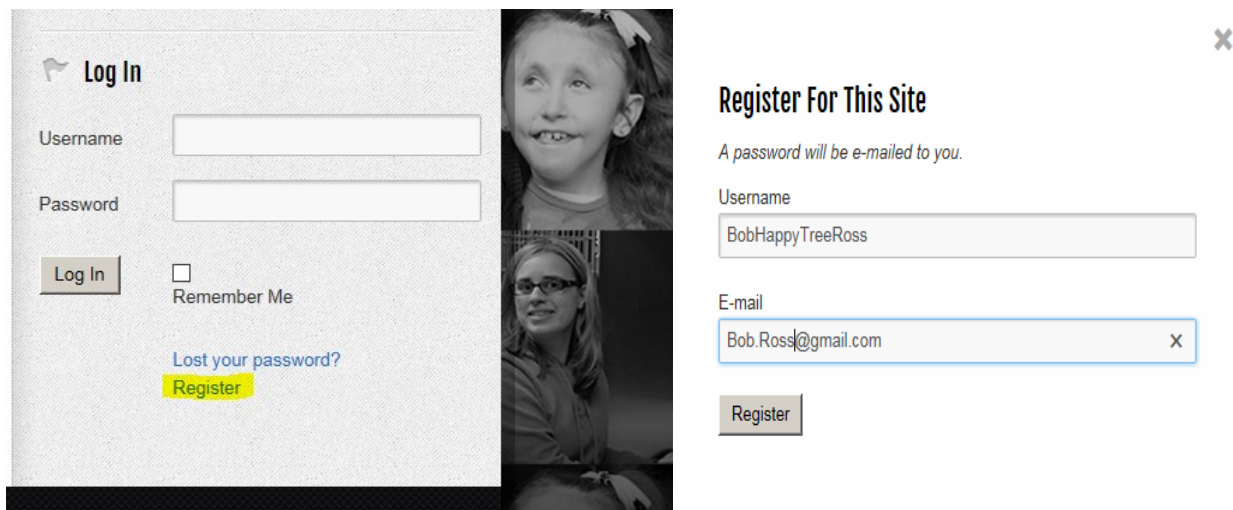
How to Get Request For Provider Posting Alerts

Go to countydd.org and scroll almost to the bottom where you will see a Log In box



A screenshot of the website's login interface. On the left is a 'Log In' form with fields for 'Username' and 'Password', a 'Log In' button, a 'Remember Me' checkbox, and links for 'Lost your password?' and 'Register'. On the right are two small portrait photos of a young girl and a woman.

During your first visit to the Log In section, you will need to select "Register" which will allow the website to recognize you as a user who is authorized to receive alerts




A screenshot of the website's registration interface. On the left is the 'Log In' form, with the 'Register' link highlighted in yellow. On the right is a 'Register For This Site' form with a close button (X) in the top right corner. The registration form includes a note 'A password will be e-mailed to you.', fields for 'Username' (containing 'BobHappyTreeRoss') and 'E-mail' (containing 'Bob.Ross@gmail.com'), and a 'Register' button.

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Once you press "Register", a new line will appear on the registration box to advise "A password will be emailed to you. Registration Complete. Please check your email"



Register For This Site

A password will be e-mailed to you.

Registration complete. Please check your e-mail.

Username

E-mail

On Thu, Nov 10, 2016 at 11:47 AM, WordPress
<wordpress@lcountydd.org> wrote:

Username: BobHappyTreeRoss

To set your password, visit the following address:

<<http://lcountydd.org/wp-login.php?action=rp&key=u78d8loZBUy2Z7RoG1WX&login=BobHappyTreeRoss>>

<http://lcountydd.org/wp-login.php>

Check your email for the link to set your password. If you do not see the email come through to your inbox, be sure to check your spam or junk folder for an email from WordPress as your security filters through email may direct it to a spam or junk folder. Once you have your password selected, you will be ready to receive alerts. You only need to complete this process once for each desired email address to receive alerts. You will not need to log into the website to view the new postings.

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Important Reminders While Setting Up Your Request for Provider Posting Alerts

- The Username selected should be set to something that will allow the system to identify you as a provider
 - For example
 - If you are part of an agency- If you want emails to be directed to just one email, Use the agency name as the Username. If you want emails to be directed to multiple people within the agency, register each email address with a Username that consists of the name of the agency and the first name of the person that the email belongs to.
 - If you are an independent provider- In this instance you would likely only have one email address for yourself that you want to register, so only one Username would be needed that consists of your name
- Request for Provider Posting Alerts will be sent to you each time a new posting is added to the Request for Provider Postings Page on our website
- Request for Provider Postings will always be available for view on lcountydd.com- Provider tab at top- Request for Provider Postings Page in the drop down list

