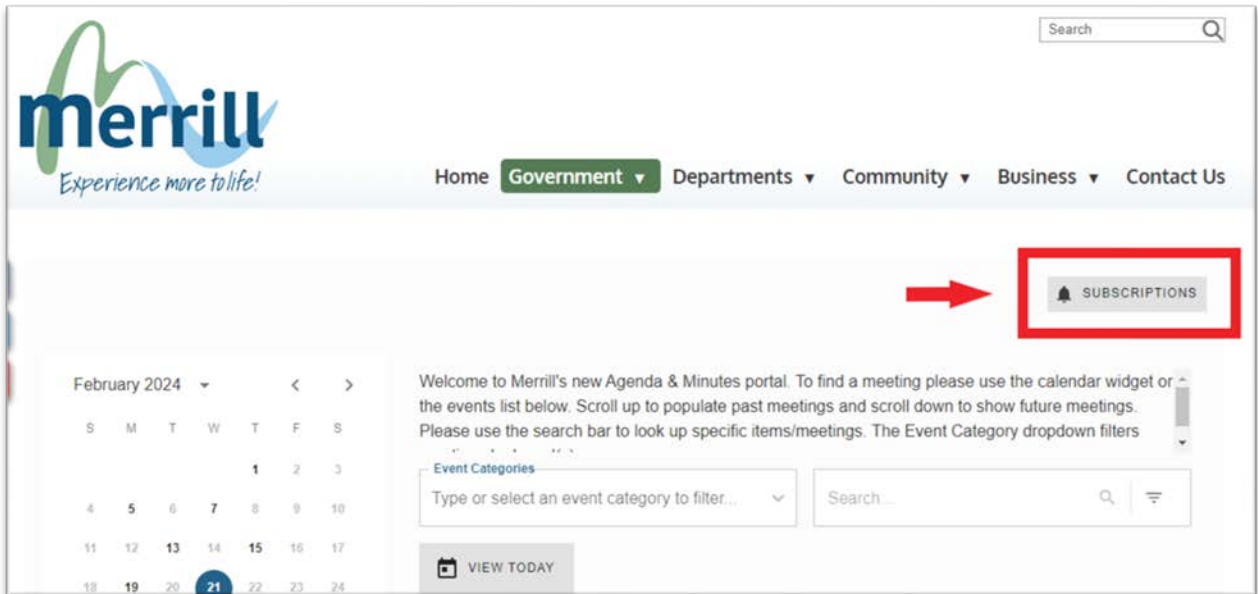


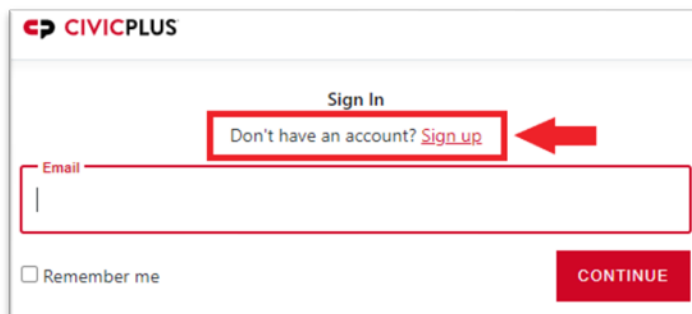


Subscribing to Public Meeting Agendas and Notifications

1. Navigate to the Public Meetings page on the City of Merrill Website: <https://ci.merrill.wi.us/meetings>
2. In the upper right hand corner of the Public Meetings page, click on “Subscriptions”



3. You will be brought to the CivicPlus Sign In page; click “Sign up” if you don’t already have an account registered.



4. This is the page where you fill in your information; email address, first name, last name, and password are required. (phone number is not necessary) Once completed, click on “Create Account” at the bottom

CIVICPLUS

Create an account to connect with your local government.

Create a New Account

Email

First Name

Last Name

Phone Number

Your password must be at least 8 characters in length and contain characters from both of the following categories:


- English characters (a through Z)
- Base 10 digits (0 through 9)

Password

Confirm Password

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#)

CREATE ACCOUNT 

5. You will be sent a One Time Password (OTP) to verify you are registering your own email address; enter the OTP from your email here and click on “Verify”

CIVICPLUS

Verify Email

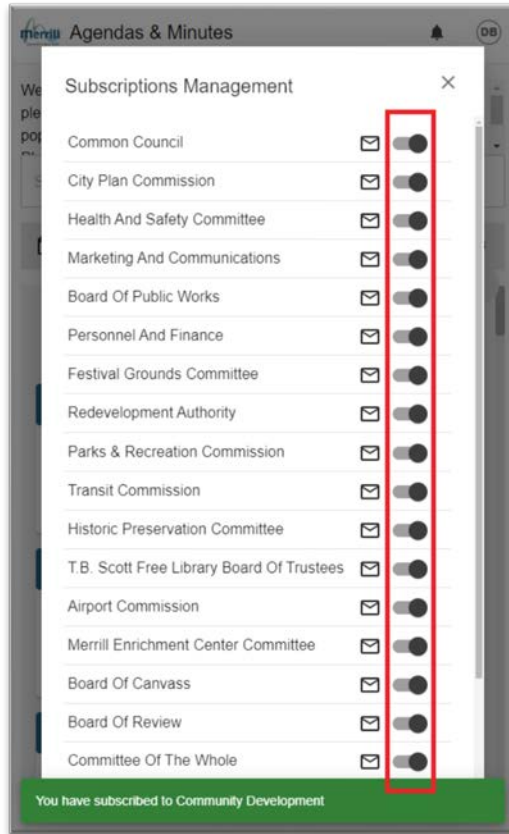
To verify your email, we've sent a One Time Password (OTP) to your email. The OTP will expire in approximately 6 minutes.

Enter OTP

VERIFY

RESEND OTP

6. Flip on the switches for the meetings you wish to receive Agendas and notifications for



7. Confirmation should appear on the bottom of that pane for the meetings that you've selected.