Customer Notification System Guide
(Edit contact information or delete account)

1. Select "**Emergency Alerts Sign Up**" from the Customer Service page on the WSSC Water Website
2. Sign into your account using your username and password

   a. **To update your contact information**
   - i. Select **My Profile (Edit)**
   - ii. Update your contact information in the related field (Email /Text Number)
   - iii. Click **Save**

   b. **To change your address**
   - i. Select **My Locations (Edit)**
   - ii. Select **Edit** under the "Action" column
   - iii. Edit your Location accordingly
   - iv. Select **Verify This Address** to confirm the location
   - v. If the Location Pin on the map is inaccurate, select ○ Show us - drag the pin to your location to place the pin on the right address
   - vi. Click **This is My Location** to confirm & save

   c. **To add another location**
   - i. Select **Add Another Location**
   - ii. Fill in the address details
   - iii. Select **Verify This Address** to confirm the location
   - iv. If the Location Pin on the map is inaccurate, select ○ Show us - drag the pin to your location to place the pin on the right address
   - v. Click **This is My Location** to confirm & save

   d. **To delete a location:**
   - i. Select **My Locations (Edit)**
   - ii. Select the trashcan icon under the **Action** column

e. To delete your account:

    i. Select **Delete my Account** button on your profile home page

    ii. Click "**OK**" to confirm