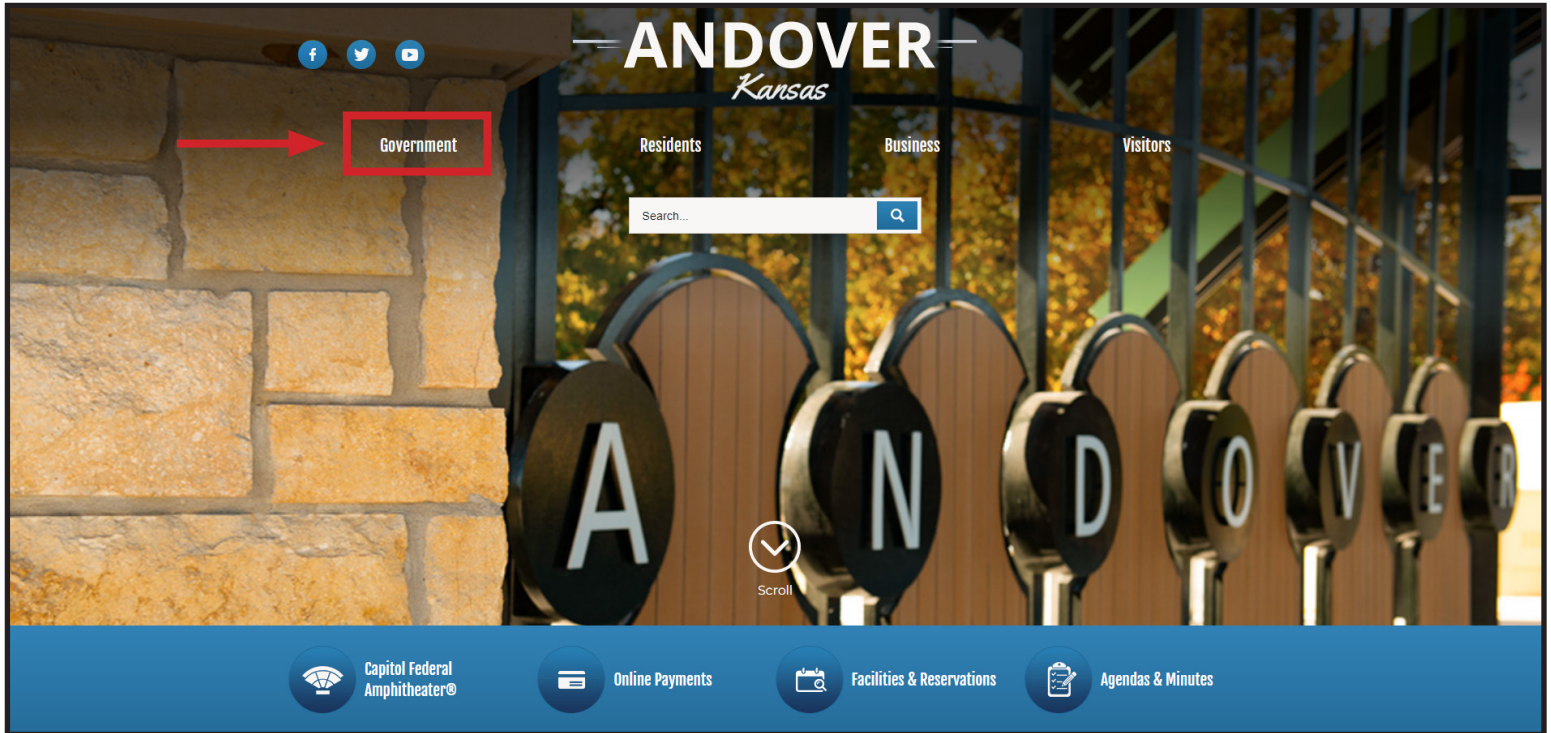


NOTIFY ME! INSTRUCTIONS

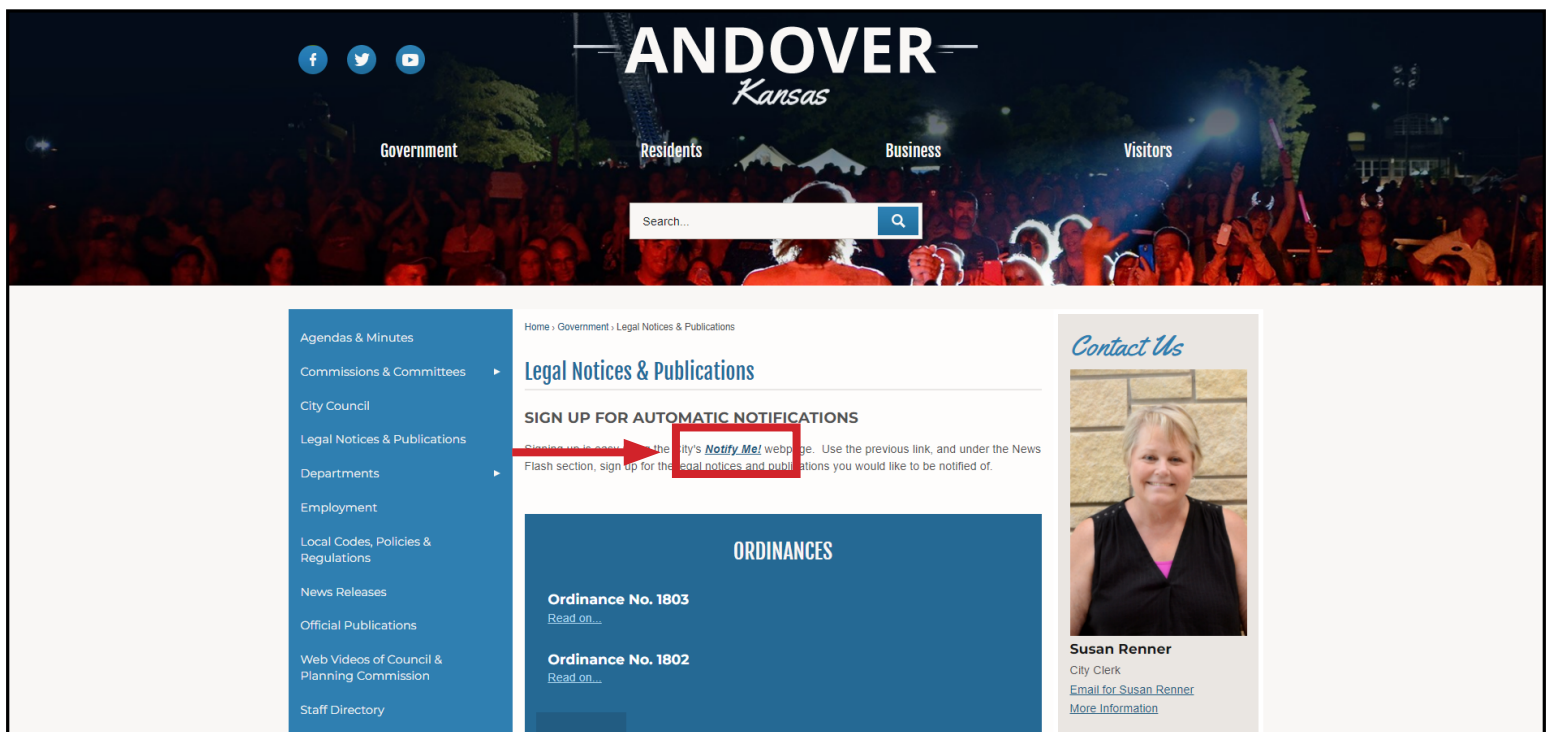
CITY OF ANDOVER, KANSAS

HOW DO I SIGN UP TO BE NOTIFIED WHEN THE CITY PUBLISHES LEGAL NOTICES & PUBLICATIONS?

1. Use your browser to navigate to www.AndoverKS.com
2. Once on the homepage, hover over 'Government' and select 'Legal Notices & Publications'



3. Once on the Legal Notices & Publications page, select the 'Notify Me!' link.



4. Enter your email address you wish for notifications to be sent to. If you wish to also receive text message notifications, check the appropriate box and enter the desired phone number. You will receive an email and/or text confirmation. Follow the instructions in the email and/or text to confirm.

Home > Notify Me

Notify Me Available Lists

1. Type your email address in the box and select 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 [Sign Out](#)

☒ **Email Address**
YourEmailHere@Example.com

☒ I prefer to receive HTML emails when available

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

[Unsubscribe from All Lists](#)

Bid Postings

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> <input type="checkbox"/>	Advertising, Promotional & Specialty Sales	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Building Construction & Maintenance	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Engineering & Surveying	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Infrastructure Improvements: Sanitary Sewer	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Infrastructure Improvements: Stormwater	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Infrastructure Improvements: Streets	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Infrastructure Improvements: Water	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Landscape Material & Services	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Motor Vehicles & Equipment	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Office Equipment	

5. Once confirmed, scroll down to the 'News Flash' Section and select all categories you wish to be notified of, and the manner in which you desire to be notified (email, text message, both). A green checkmark on the icon means you are subscribed. You will receive confirmations for each subscription.

Office Supplies

☒ ☐ Playground Equipment & Services

☒ ☐ Professional Services

☒ ☐ Public Safety Equipment

☒ ☐ Technology Services & Supplies

☒ ☐ Uniforms, Clothing & Protective Gear

Calendar

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> <input type="checkbox"/>	City Meetings and Events	Subscribe to this list to receive email alerts when new events are added to the calendar.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Community Events	Special events within the Andover community by non-profit organizations

News Flash

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> <input type="checkbox"/>	Andover City News	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Ordinances	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Other Legal Notices	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Public Hearings	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Resolutions	

Your e-mail address will be kept confidential and it will not be sold, disclosed to others, or used for unsolicited mass mailings (spam).
Please remember to set your spam blocker to allow mail from listserv@civicplus.com. [Back to top](#)

FOR ASSISTANCE, PLEASE CONTACT:

Susan Renner, City Clerk
316.733.1303 ext. 420
srenner@andoverks.com

