## **WESTVILLE:**

## Community of Progress

CORPORATE TOWN Mailing Address:

PHONE: (219) 785-2123 FAX: (219) 785-2607

P O Box 275 WESTVILLE INDIANA 46391

Town of Westville Residents and Business Owners,

We understand the importance of communicating with you and ensuring that we keep you advised regarding events affecting the Town of Westville. As a result, we are pleased to announce that we are initiating a new notification service called REACH Alert.

This new service will allow us to immediately share important information regarding a number of items, including waterline breaks/boil water advisories, road closures due to construction, Town Hall Office closures, water shut-off reminders, and any other relevant alerts.

As good as this service is, if you don't register, we can't share important information with you. You decide if you want a text message, voice call, or an email. Each household can register up to 4 phone numbers and 4 email addresses. All you need to do is:

- Go to www.reachalert.com and click on MY ACCOUNT.
- 2. Select CREATE ACCOUNT.
- 3. Follow the prompts and enter your preferred contact information.
- 4. Network Name: type Westville (click on our name when it appears).
- 5. Select either Resident or Business
- 6. Enter your address and click on it when it appears in the drop-down list.
- 7. Click on the contact info tab to add additional contact information or to edit.

If you opted to receive text alerts, Reach Alert will send a text message to your cell phone immediately upon completion of your registration. Please enter the 4-digit number on the registration screen and then click the word VALIDATE. If you do not receive this message, please call Reach Alert.

If you do not have access to a computer or if you experience any difficulty registering, please contact REACH Alert at (877) 307-9313.

If you don't register, you won't receive our messages.

Thank you

Lori Mercer

Clerk-Treasurer

Town of Westville

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