Instructions for renewing your emergency alert mass notification preferences in the new CivicPlus platform

1. Follow this link: https://portal.civicplus.com/MI-OakPark/notifications?tab=alerts
2. Click on the sign in button in the top right of the window.
3. Enter your email and click continue
4. Click the forgot password link.
5. Confirm your email address and click submit
6. Check for an email from CivicPlus Platform and click the reset password button.
7. Enter your email at the top of the window and enter your desired password twice. Click reset.
8. When you see the message “Your password has been reset. Please click here to sign in.” Click that link.
9. Enter email and click continue.
10. Enter password and click sign in
11. You will be asked whether you wish to continue with just an email or if you would like to add a phone contact option. Make your selection.
12. You will be asked for your address and language preferences.
13. You will now be able to add or change phone numbers. If you would like to receive alerts on your mobile device or on a landline, please add those numbers where requested.
14. In your dashboard, by clicking on alerts & notification button in the left menu, you can select the type of alerts you would like to receive.
15. In the main dashboard’s Alerts & Notifications section, you can also subscribe to non-emergency email and/or phone notifications regarding the city’s boards and commissions.

If you are unable to complete this process, please call (248) 691-5535 for assistance.