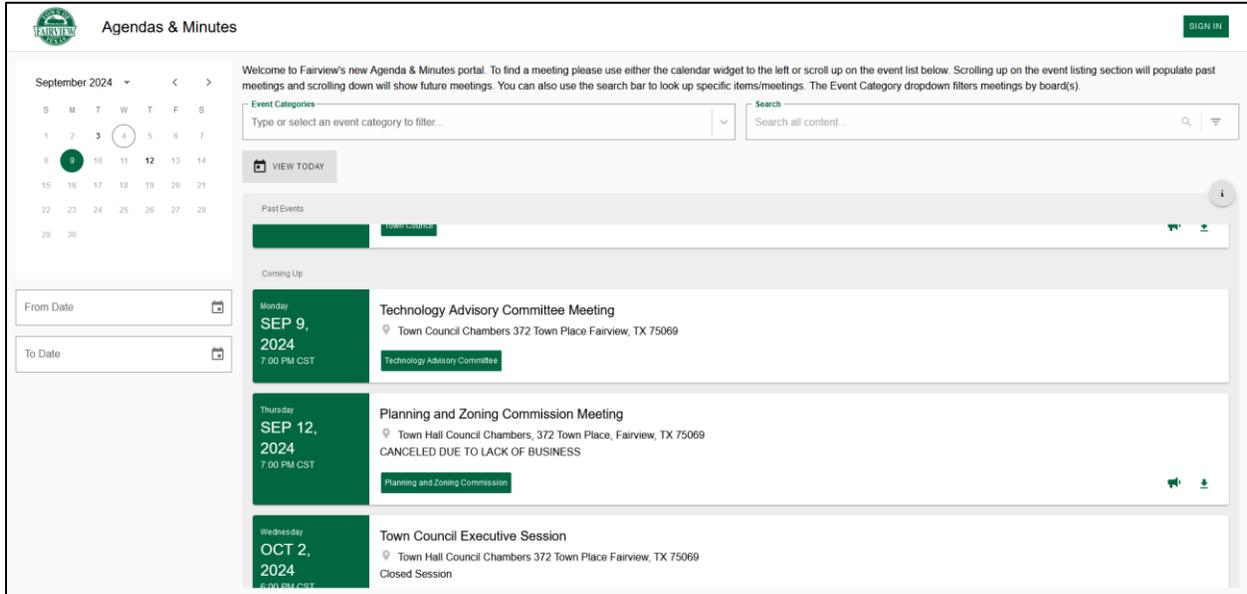


Instructions for Signing Up for the New Agenda Notifications

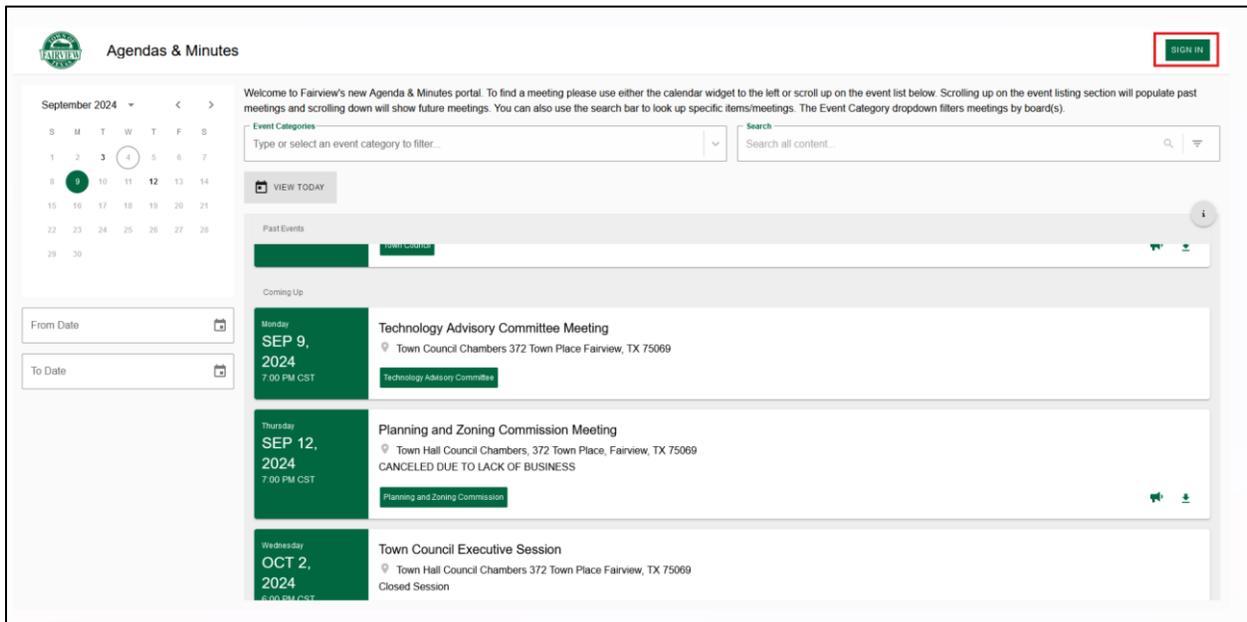
STEP 1: Access <https://fairviewtx.portal.civicclerk.com/>



The screenshot shows the 'Agendas & Minutes' portal for Fairview, TX. The page features a calendar for September 2024 on the left, a search bar at the top right, and a list of upcoming events. A 'SIGN IN' button is highlighted in the top right corner. The event list includes:

- Technology Advisory Committee Meeting** (Monday, SEP 9, 2024, 7:00 PM CST) at Town Council Chambers 372 Town Place Fairview, TX 75069.
- Planning and Zoning Commission Meeting** (Thursday, SEP 12, 2024, 7:00 PM CST) at Town Hall Council Chambers, 372 Town Place, Fairview, TX 75069. Status: CANCELED DUE TO LACK OF BUSINESS.
- Town Council Executive Session** (Wednesday, OCT 2, 2024, 6:00 PM CST) at Town Hall Council Chambers 372 Town Place Fairview, TX 75069. Status: Closed Session.

STEP 2: Click on “SIGN IN” on the top right corner of the screen.



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'SIGN IN' button in the top right corner of the page header.

STEP 3: Click on “Sign up” at the top of the screen.

CIVICPLUS

Sign In
Don't have an account? [Sign up](#)

Email

Remember me CONTINUE

Or sign in using

SIGN IN WITH APPLE

SIGN IN WITH FACEBOOK

SIGN IN WITH GOOGLE

SIGN IN WITH MICROSOFT (PERSONAL)

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

STEP 4: Enter the information to create a New Account.

Create an account to connect with your local government.

Create a New Account

Email
JohnSmith@Email.com

First Name
John

Last Name
Smith

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)

OR

Use Another Service to Create an Account

SIGN UP WITH APPLE

SIGN UP WITH FACEBOOK

SIGN UP WITH GOOGLE

SIGN UP WITH MICROSOFT (PERSONAL)

CREATE ACCOUNT

Already have an account? [Sign in](#).

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](#).

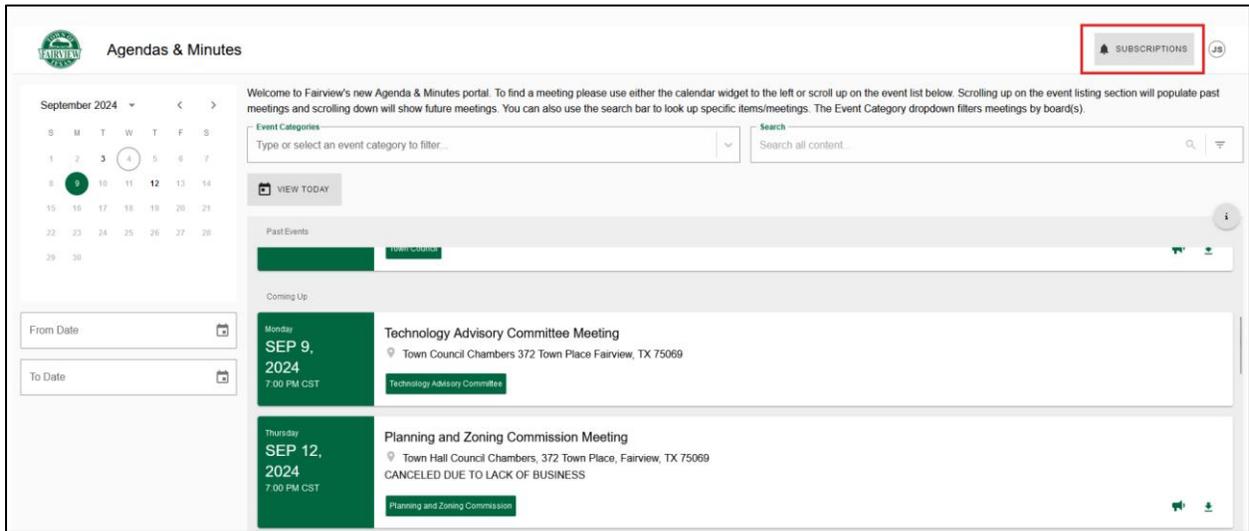
STEP 5: You will need to verify your email.

The screenshot shows the CIVICPLUS 'Verify Email' page. At the top left is the CIVICPLUS logo. The main heading is 'Verify Email'. Below this, a message states: 'To verify your email, we've sent a One Time Password (OTP) to your email. The OTP will expire in approximately 6 minutes.' There is a text input field labeled 'Enter OTP'. Below the input field are two buttons: a red 'VERIFY' button and a grey 'RESEND OTP' button.

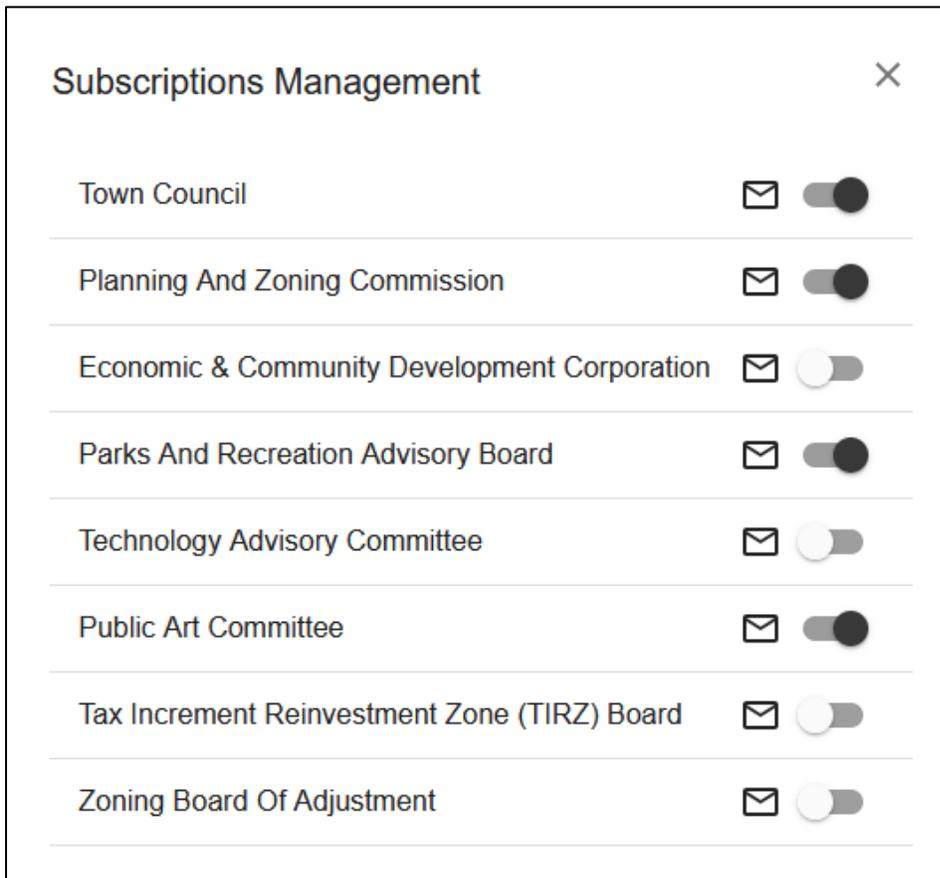
Once verified, you will see the Agenda & Minutes Portal.

The screenshot displays the 'Agendas & Minutes' portal for Fairview, Texas. The page features a navigation bar with the Fairview logo, the title 'Agendas & Minutes', and a 'SUBSCRIPTIONS' button. A calendar widget on the left shows the month of September 2024, with the 9th and 12th highlighted. Below the calendar are filters for 'From Date' and 'To Date'. The main content area includes a welcome message and a search bar. The 'Event Categories' section has a dropdown menu. The 'Coming Up' section lists three events: 'Town Council Executive Session' (Oct 2, 2024), 'Technology Advisory Committee Meeting' (Sep 9, 2024), and 'Planning and Zoning Commission Meeting' (Sep 12, 2024, canceled). Each event card includes the date, time, location, and a category tag.

STEP 6: Click on “SUBSCRIPTIONS” at the top right of the screen.



STEP 7: Select the Boards and Commissions you want to receive agenda notification emails for.



IMPORTANT: Once agendas are posted, you will receive a notification from noreply@civicplus.com. Please ensure this email address is not being blocked or being redirected to your spam/junk folder.

Town of Fairview Agenda Published

TO: Town of Fairview <noreply@civicplus.com>
To: [REDACTED]

Wed 9/4/2024 10:01 AM

Planning and Zoning Commission

Town of Fairview Agenda Published



FAIRVIEW, TEXAS

Agenda: Planning & Zoning Commission
Date: September 12, 2024
Starting Time: 7:00 PM
Location: Town Hall Council Chambers
372 Town Place
Fairview, Texas

[Click to View Agenda](#)

[View message in browser](#)

Sent by the Town of Fairview, Texas

If you have any further questions or require additional assistance – Contact the Town Secretary at townsecretary@fairviewtexas.org or 972-886-4234.