



## ACT Revenue Office

Department of Treasury

Website Printable Page Version Date – 12 March 2010

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### Subscription Service Additional Information

This page provides additional information about the ACT Revenue Office Subscription Service.

Users of this website can select from a range of subscription topics. Once activated, subscribers will automatically receive email alerts whenever selected topics are updated on the website.

#### IMPORTANT NOTES:

- **The email address used for this service must be valid and is case-sensitive.**
- **Allow 15 minutes to enable the system to activate any changes to your subscription.**

#### SUBSCRIBING

- Go to the Subscription Page
- Enter your own name and a valid email address
- Select choices in the subscribe group list.
- Activate SUBMIT button.
- New webpage window displays giving notification that an email message has been sent to the nominated email address.
- Activate link in received email to proceed with subscribed selection.
- New webpage window displays confirmation of subscription choices.

#### UNSUBSCRIBING

- A user can commence the unsubscribe process either by going directly to the website (at the subscription page) or use the link provided in a delivered email from the subscription service to access the subscription page.
- Enter your own name and the subscribed email address
- Select choices in the unsubscribe group list. If you have forgotten which groups you have subscribed to, you can unsubscribe from all groups and then initiate a new subscription.
- Activate SUBMIT button.
- New webpage window displays giving notification that an email message has been sent to the nominated email address.
- Activate link in received email to proceed with unsubscribed selections.
- New webpage window displays confirmation of unsubscribed choices.

Need Assistance?	
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