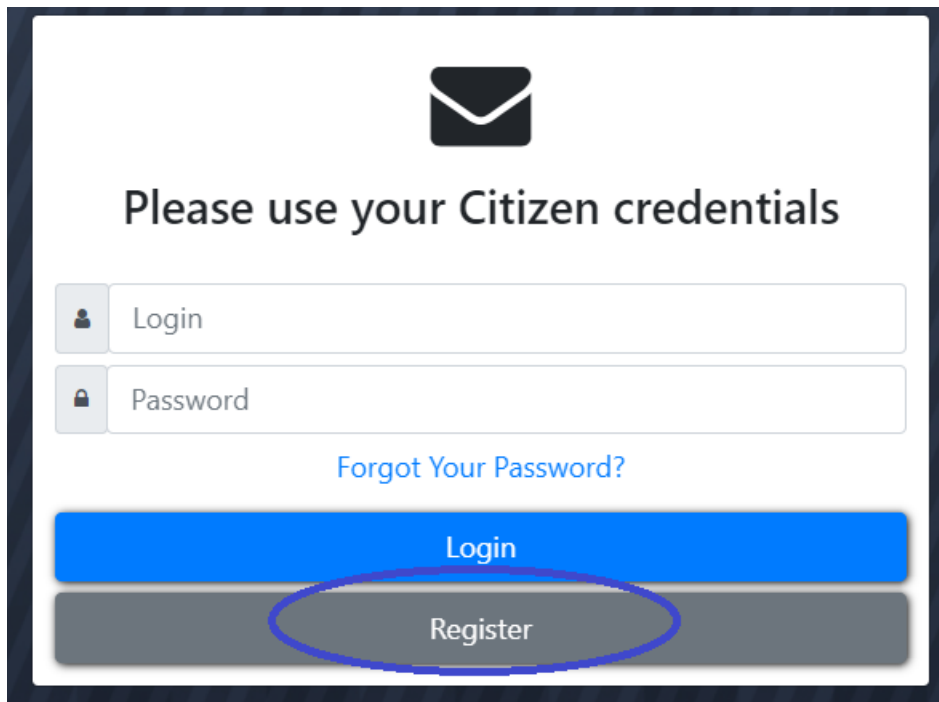


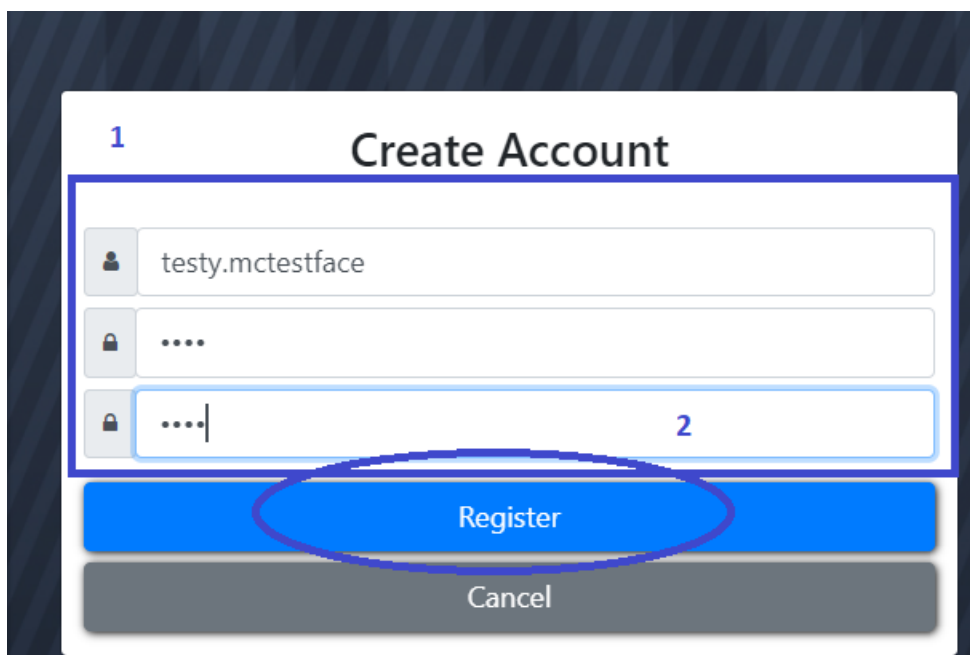
## Registering a new account

1.) From the login screen, click "Register"



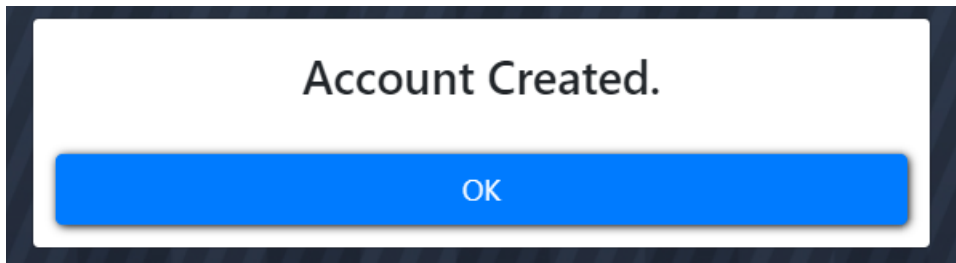
The image shows a login screen with a dark blue background. At the top center is a white envelope icon. Below it, the text "Please use your Citizen credentials" is displayed in white. There are two input fields: "Login" with a person icon and "Password" with a lock icon. A blue link "Forgot Your Password?" is positioned below the password field. At the bottom, there are two buttons: a blue "Login" button and a grey "Register" button. The "Register" button is circled in blue.

2.) Type in a username and password, then click "Register".

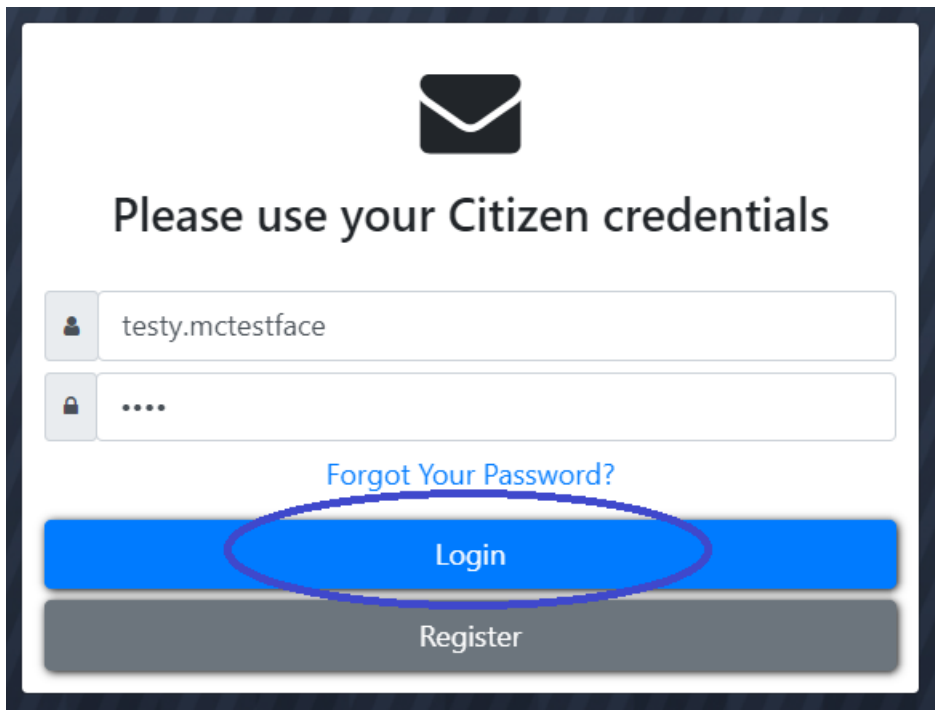


The image shows a "Create Account" screen with a dark blue background. The title "1 Create Account" is at the top. There are three input fields: the first contains the username "testy.mctestface", the second contains four dots, and the third contains four dots and a vertical cursor. A blue "2" is positioned to the right of the third field. At the bottom, there are two buttons: a blue "Register" button and a grey "Cancel" button. The "Register" button is circled in blue.

3.) You will get a message that your account has been created. Click Okay.



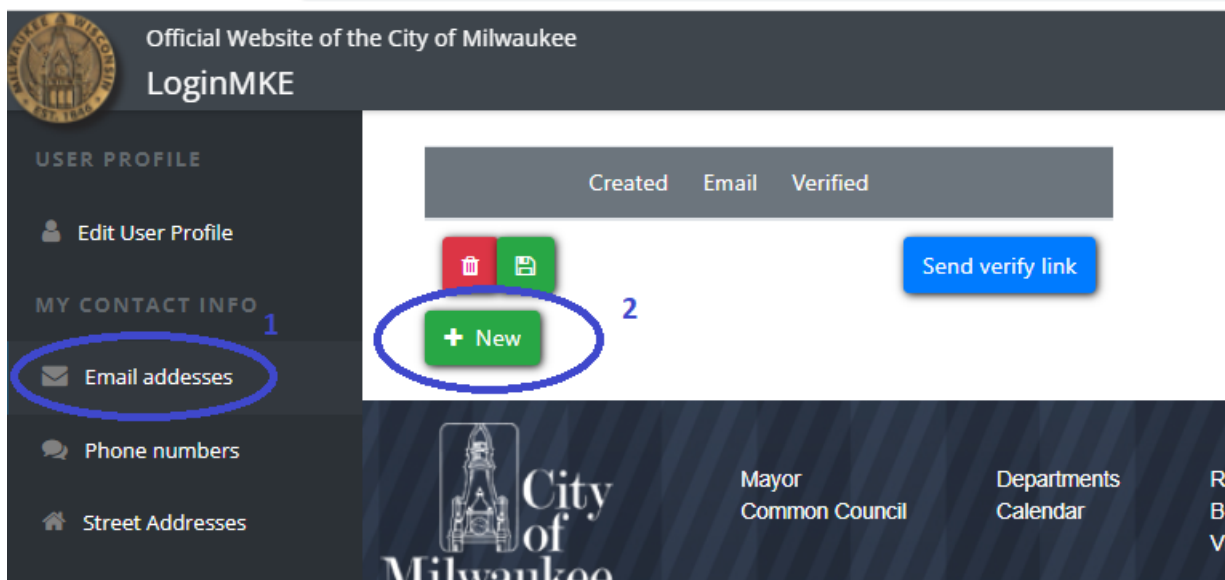
4.) You will be redirected back to the login screen, with your login and password already filled out. Hit "Login". This will bring you to the LoginMKE app, where it is recommended that you add and verify an email address or phone number, so that you can use the "Forgot Your Password?" link.



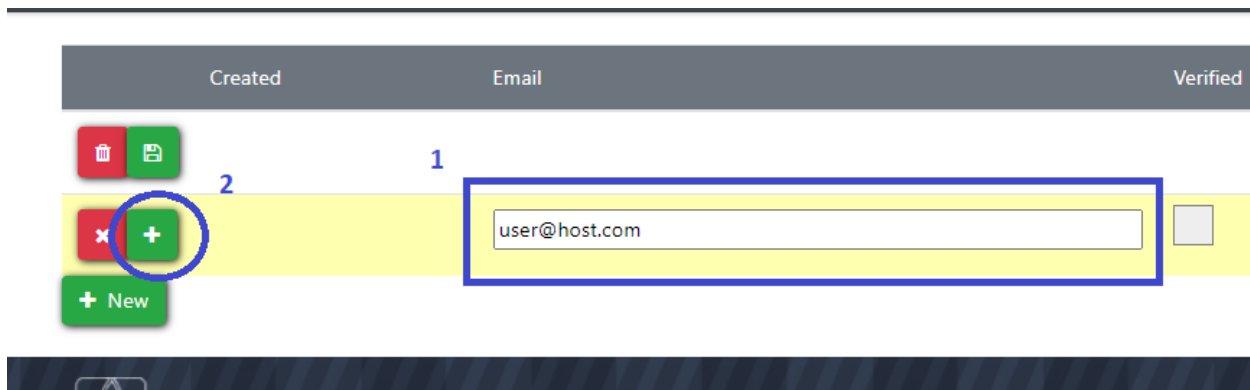
## Adding an email address or phone number (for texts)

*It is strongly recommended that you add and verify at least one email address or phone number, so that you can use the "Forgot My Password" link.*

- 1.) Click on "Email addresses" (or "Phone Numbers") link on the sidebar, then click "+ New".



- 2.) Type in an email address (or phone number) and hit the green "+" button.



- 3.) Click on "Send verify link".

Send verify link

Send verify link

4.) You will receive an email or text. Click on the link in it. You are done.



alert@milwaukee.gov

Milwaukee.gov Email confirmation code

To Baas, Kevin

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**City of Milwaukee - Enotify**

[Validate email address](#)

1

## Getting to your LoginMKE account

- 1) From any MKE web app, click your name in the upper right hand corner, then click "My Account"

