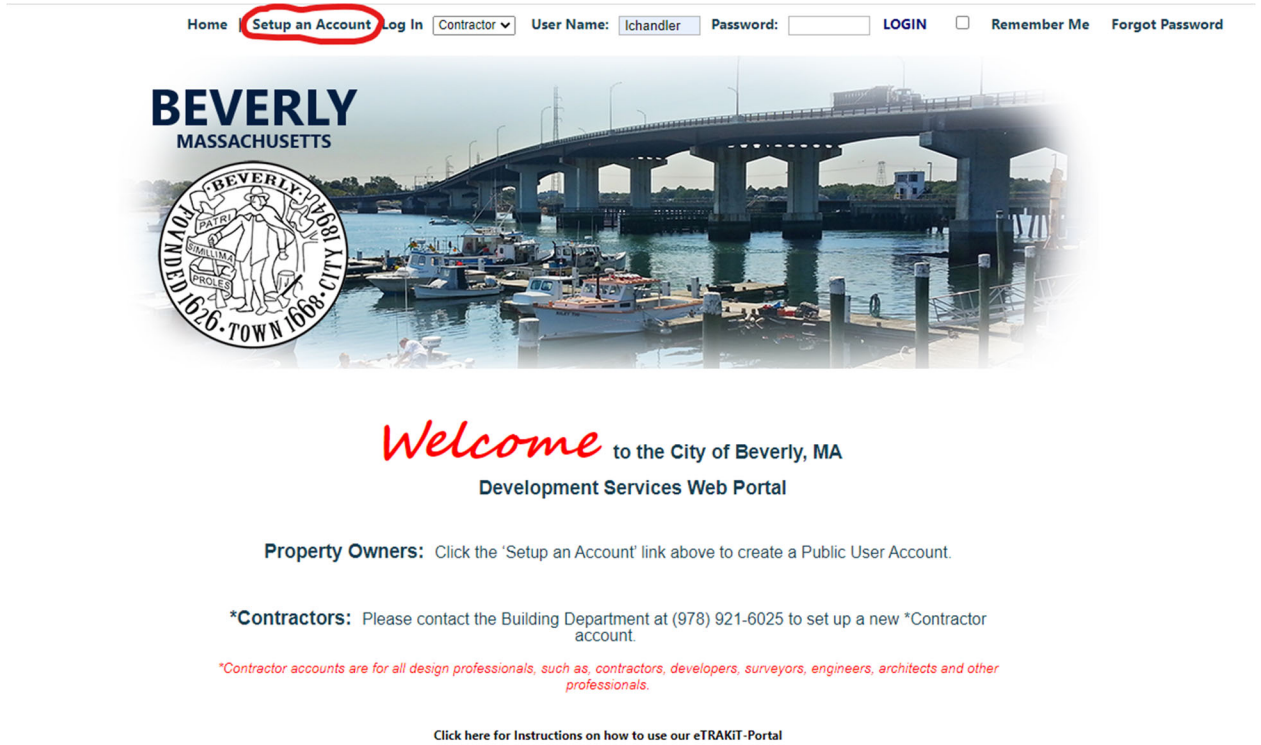


How to sign up for Sanitary Sewer Overflow (SSO) Public Notifications for the City of Beverly

1. Access the City's online portal here: <https://bevy.csqcloud.com/community-ettrakit/>
2. Click Set up an Account



3. Enter all required fields and click create account
4. Once logged in click Apply for new license on the left sidebar
5. Select SSO Notification from the Type and put your first name in as Licensee Name.
6. Applicant Information at bottom of screen should autofill based on your account information provided.
7. All other fields can remain clear. Click Next Step
8. Confirm EMAIL ADDRESS is correctly input and click next step
9. You are now registered for SSO Notifications for the City of Beverly and will receive email updates of any events in accordance with the State SSO notification guidelines as part of 314 CMR 16.03 and 314 CMR 16.04

