



# Seattle's Stop Junk Mail Website

## GUIDE #3: How to Submit Your Junk Mail Preferences

The website allows you to opt out of junk mail you currently receive from specific companies. It will NOT allow you to opt out of all junk mail.

1. Gather the junk mail you no longer want to receive.

2. Go to [www.seattle.gov/stopjunkmail](http://www.seattle.gov/stopjunkmail).

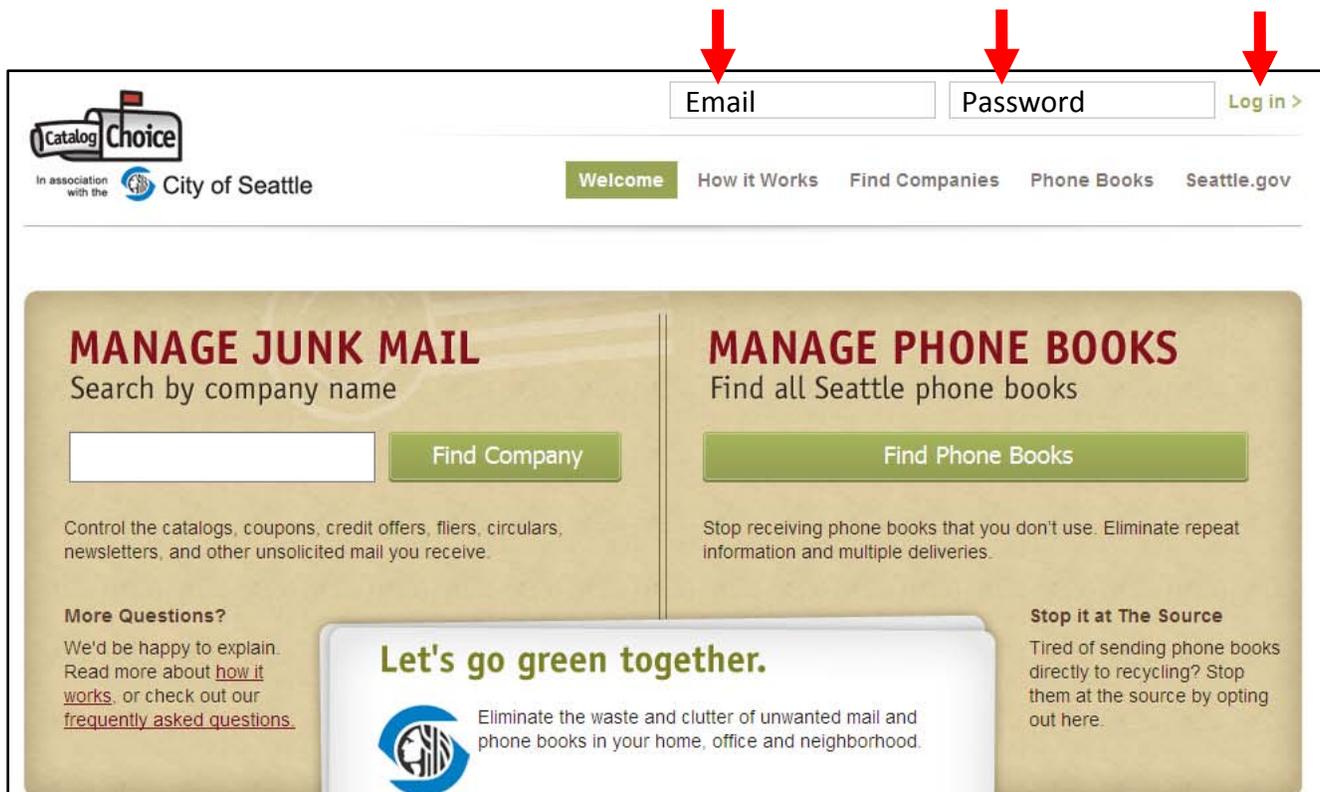
3. Click the "Stop Junk Mail" button.



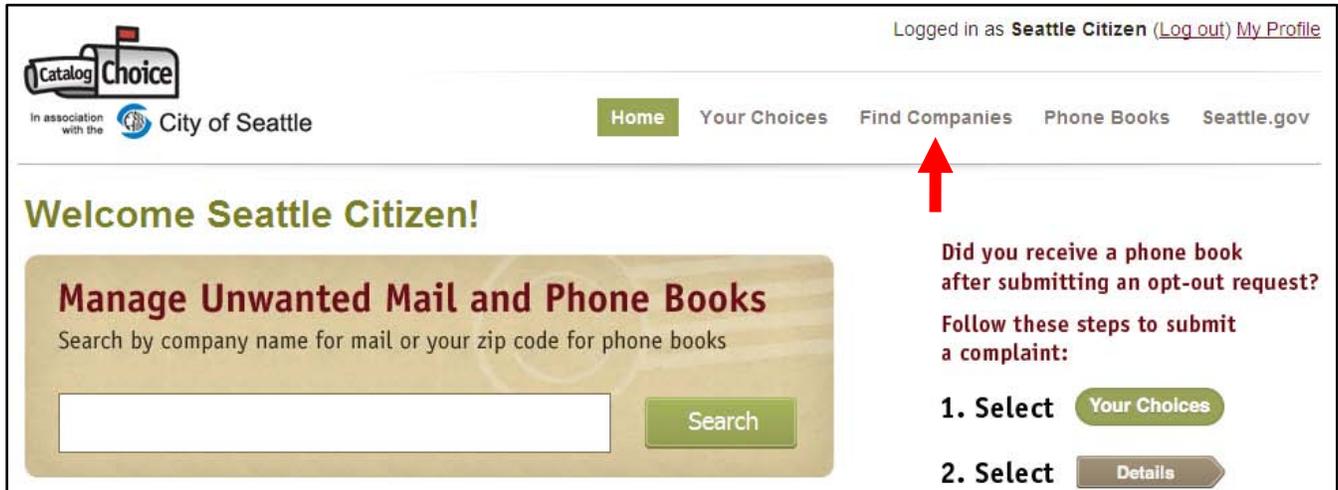
Clicking on the button will take you to a website managed by Catalog Choice, a 501(c)(3) non-profit organization the City of Seattle has hired to manage Seattle's Stop Phone Books and Junk Mail website.

4. Enter your "Email" and "Password." Then click the "Log in" button.

You must already have an account to log in and submit your junk mail preferences. If you don't have an account yet, follow the "How to Set Up an Account" instructions before proceeding.



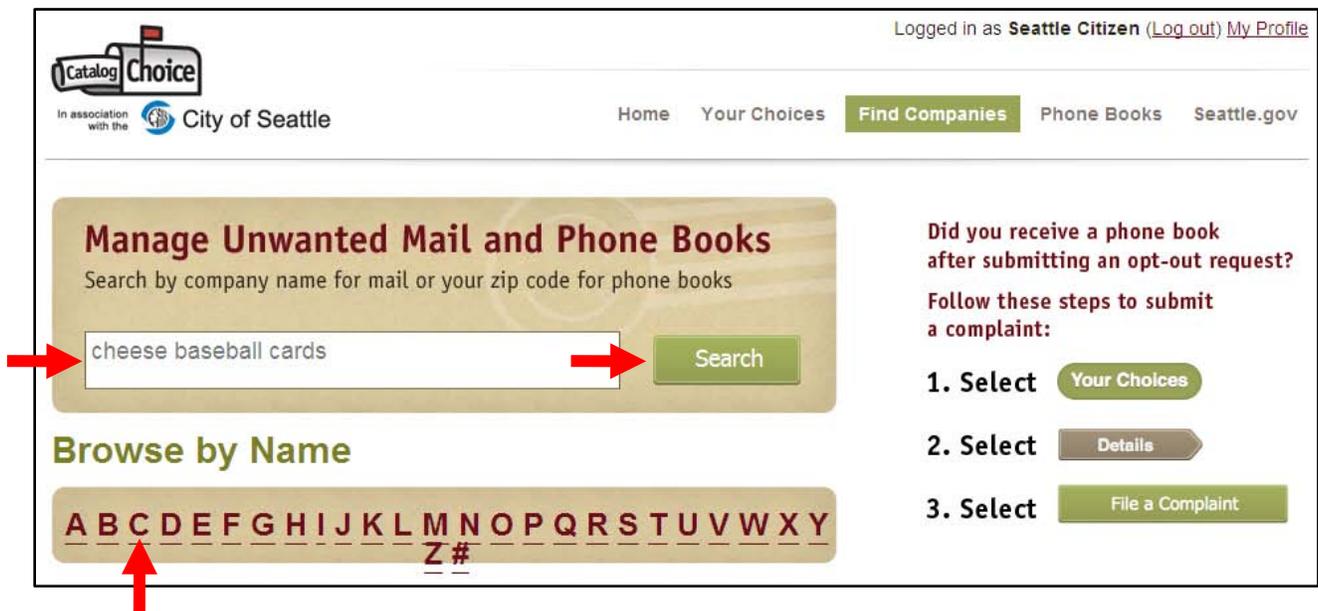
5. Click the “Find Companies” tab on the top navigation bar.



6. Look at a piece of junk mail you have received to find the company name.

Type the company name under “Manage Unwanted Mail and Phone Books.” Then click the “Search” button.

You can also search for the company by clicking on the first letter of the company name under “Browse by Name.”



7. Click the “New Request” button next to the correct company.

A B C D E F G H I J K L M N O P Q R S T U V W X Y  
Z #

### Results

« Previous 1 2 ... 7 8 9 10 11 12 13 14 15 ... 31  
32 Next »

Cheap Joe's Art Stuff	New Request
Cheaper than Dirt!	New Request
Checks Unlimited	New Request
Cheer 1 Imports (Pier 1 Imports holiday catalog)	New Request
Cheerleading America	New Request
Cheese Baseball Cards	New Request
Chef Central	New Request

8. Make your junk mail preference for the selected company:

Some companies listed on the website will require you to email or call them or use their own website to submit your opt-out request. The Catalog Choice website will provide instructions when this is the case. Otherwise, follow the steps below to submit your request directly through Catalog Choice.

- (A) Select your preference for receiving mail from the company. The options will vary by company, but the selection is always defaulted to “No Postal Mail and No Name Sharing.” This means you’re requesting that the company stop sending you mail and stop sharing your name and contact information with other companies.

### Postal & Privacy Preference

No Postal Mail and No Name Sharing

Holiday only - Fourth of July, and other summer holidays do not have mailings

Spring/Fall Collection

Receive All Postal Mail

- (B) For a company to find you in their mailing list and remove you, they need to know the exact name and address to look for. Look at the name and address on a piece of mail you received from the company. Select the exact name and address match from the drop-down menus under “Recipient Name” and “Address.” If they’re not in the drop-down menus, click on the “New Name” and “New Address” buttons to add the exact name and address match.

You may only enter preferences for your own home and business addresses. Landlords and managers of multi-family and commercial buildings are not permitted to submit opt-out requests for tenant-occupied units in their buildings. Catalog Choice or the City of Seattle may contact website users submitting multiple opt-out requests in order to determine if the requests are valid.

Name	Address
Choose the precise spelling from the mailing label. Click the <i>New Name</i> button to add a recipient or spelling variation.	Choose the location where you receive this mailing. Click the <i>New Address</i> button to add a new location or address variation.
<b>Recipient Name</b>	<b>Address</b>
Seattle Citizen <input type="button" value="New Name"/>	Home - 1 Example Str <input type="button" value="New Address"/>

- (C) Find the “Account or Customer Number” and the “Key or Source Code” on a piece of mail you received from the company. Type them in under “Catalog Info.” If you can’t find the numbers, then skip this step.

Catalog Info
<b>Account or Customer Number</b>
<input type="text"/>
<b>Key or Source Code</b>
<input type="text"/>
The source or key code, if available, helps the company to identify the origin of your name's existence in their mailing list.

(D) **OPTIONAL:** Select the reason you're opting out of receiving mail from the company. The selection is defaulted to "Prefer not to answer," so you can choose to skip this step.

What is the primary reason you are opting out?

- Prefer not to answer
- Prefer going online for these products or services
- No interest in this company's products or services
- I want to help the environment
- Duplicate delivery
- Addressed to person not at residence or deceased
- I receive too much of this marketing material
- Other

(E) Click the "Submit Request" button.



9. You'll see a message from the company that explains its policy on honoring opt-out requests. Click the "Find Companies" tab on the top navigation bar to submit an opt-out request for another company.

Some requests can take up to 90 days to process and during that period you may receive more mailings. If you are still receiving mail after 90 days, then you can submit a complaint.

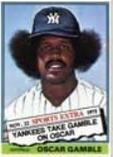
Logged in as **Seattle Citizen** ([Log out](#)) [My Profile](#)

**Catalog Choice**  
In association with the City of Seattle

Home Your Choices **Find Companies** Phone Books Seattle.gov

Your request was recorded. [Create Another Choice](#)

**A message from the company:**

 Cheese Baseball Cards will be honoring your request made through Catalog Choice. We are committed to reducing our impact on the environment and print our catalogs on easily recyclable soy inks in the US.