



Seattle's Stop Junk Mail Website

GUIDE #1: How to Set Up an Account

1. Go to www.seattle.gov/stopjunkmail.
2. 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.

3. Click "sign up for a free account" in the green bar near the bottom of the screen.

The screenshot shows the website interface. At the top left is the 'Catalog Choice' logo with the text 'In association with the City of Seattle'. To the right are input fields for 'Email address...' and 'Password...' with a 'Log in >' link. Below this is a navigation bar with links: 'Welcome', 'How it Works', 'Find Companies', 'Phone Books', and 'Seattle.gov'. The main content area is divided into two columns. The left column is titled 'MANAGE JUNK MAIL' and includes a search box for 'Search by company name', a 'Find Company' button, and text about controlling catalogs and coupons. The right column is titled 'MANAGE PHONE BOOKS' and includes a 'Find Phone Books' button and text about stopping unwanted phone books. A central white box contains the text 'Let's go green together.' with the City of Seattle logo and a message about eliminating waste. At the bottom, a green bar contains the text 'Join over one million people and sign up for a free account today.', with a red arrow pointing to the 'sign up for a free account' text.

4. Fill out the “Sign Up for a Free Account” form with your name, email, and password. Then click the “Signup” button.

The website uses your email address as your account number in order to:

- prevent fraudulent use of the opt-out system; and
- allow you to later use the website to submit a complaint if a piece of junk mail is delivered incorrectly after opting out.

Catalog Choice is required by contract to never rent, sell, or release your name and email address for any purpose other than fulfilling your specific opt-out requests and complaints.

Catalog Choice will NOT share your email address with junk mail companies. All email communication will be routed through Catalog Choice.

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

Welcome How it Works Find Companies Phone Books Seattle

Sign Up for a Free Account

Benefits of your free account

- Opt-out from thousands of mailings
- Protect privacy of personal information
- Reduce the clutter of unwanted mail
- Save natural resources

Your Name or Your Company Name

Email

Password

Password Confirmation

I want to receive occasional news from Catalog Choice via email.

Account Updates
You can make changes to your email settings at any time in your Catalog Choice profile.

We Take Privacy Seriously
We'll never sell your email or postal address. To Anyone. Ever. Read our [Privacy Policy](#) for more details.

Signup

5. Fill out the “Add Your Address” form with your address nickname, company name (optional), address, city, state, and zip code. Then click the “Save New Address” button.

Catalog Choice is required by contract to never rent, sell, or release your address for any purpose other than fulfilling your specific opt-out requests and complaints.

TIP: You can make opt-out requests for multiple addresses using one account. Choose an “Address Nickname” that will allow you to easily distinguish between different addresses on your account, such as your “Home” versus “Work” address.

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.

Thank You for Signing Up To Make a Difference

We just sent you an email from register@catalogchoice.org. Open it and click the link inside to activate your account.

Add Your Address

- While you are waiting for the confirmation email to arrive, take a moment to add your first address.
- You cannot opt out of mailings until you have at least one address.

Address Nickname

(ex: Home, Office, Beach House)

Company Name (optional)

Street address

Apartment, suite, building (optional)

City

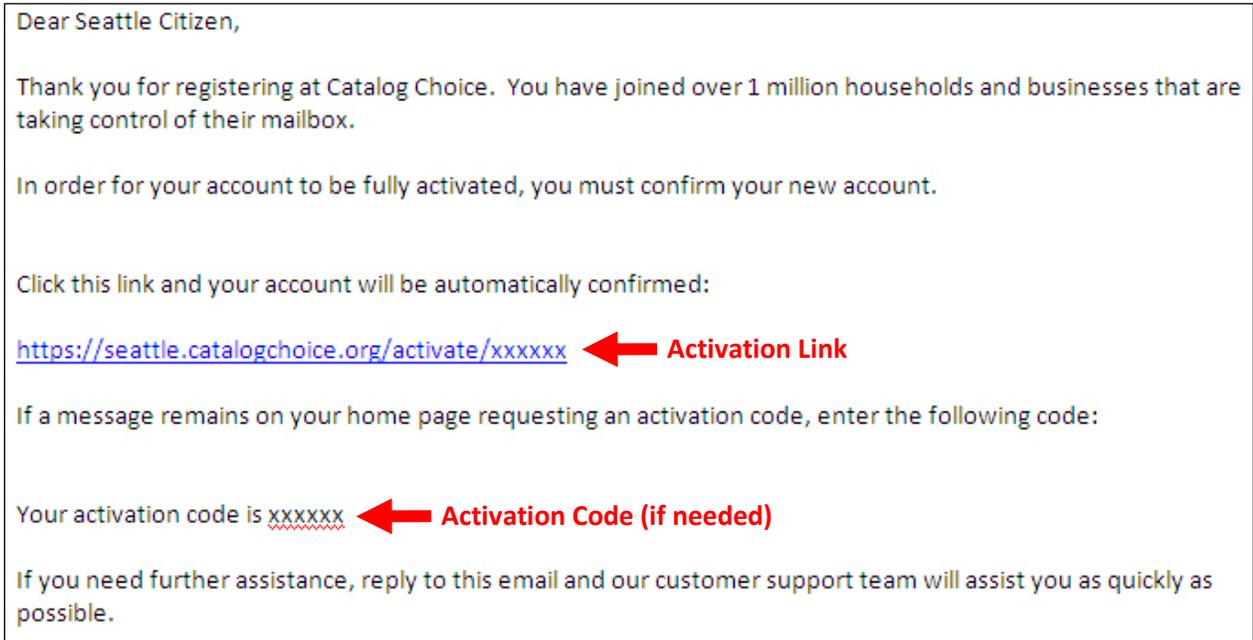
State

Zip code

Save New Address

6. Go to your email account and open the email from register@catalogchoice.org. Click on the link inside the email to activate your account.

Any opt-out requests you submit will not be accepted until you activate your account. Account activation is required in order to prevent fraudulent use of the opt-out system.



TROUBLESHOOTING: If you have trouble activating your account with the link, find the “activation code” in the email. While logged into your account on the website, enter the activation code into the “Activate Account” box. Then click the “Activate Account” button.

