



Seattle's Stop Junk Mail Website

GUIDE #2: How to Manage Your Account Profile

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

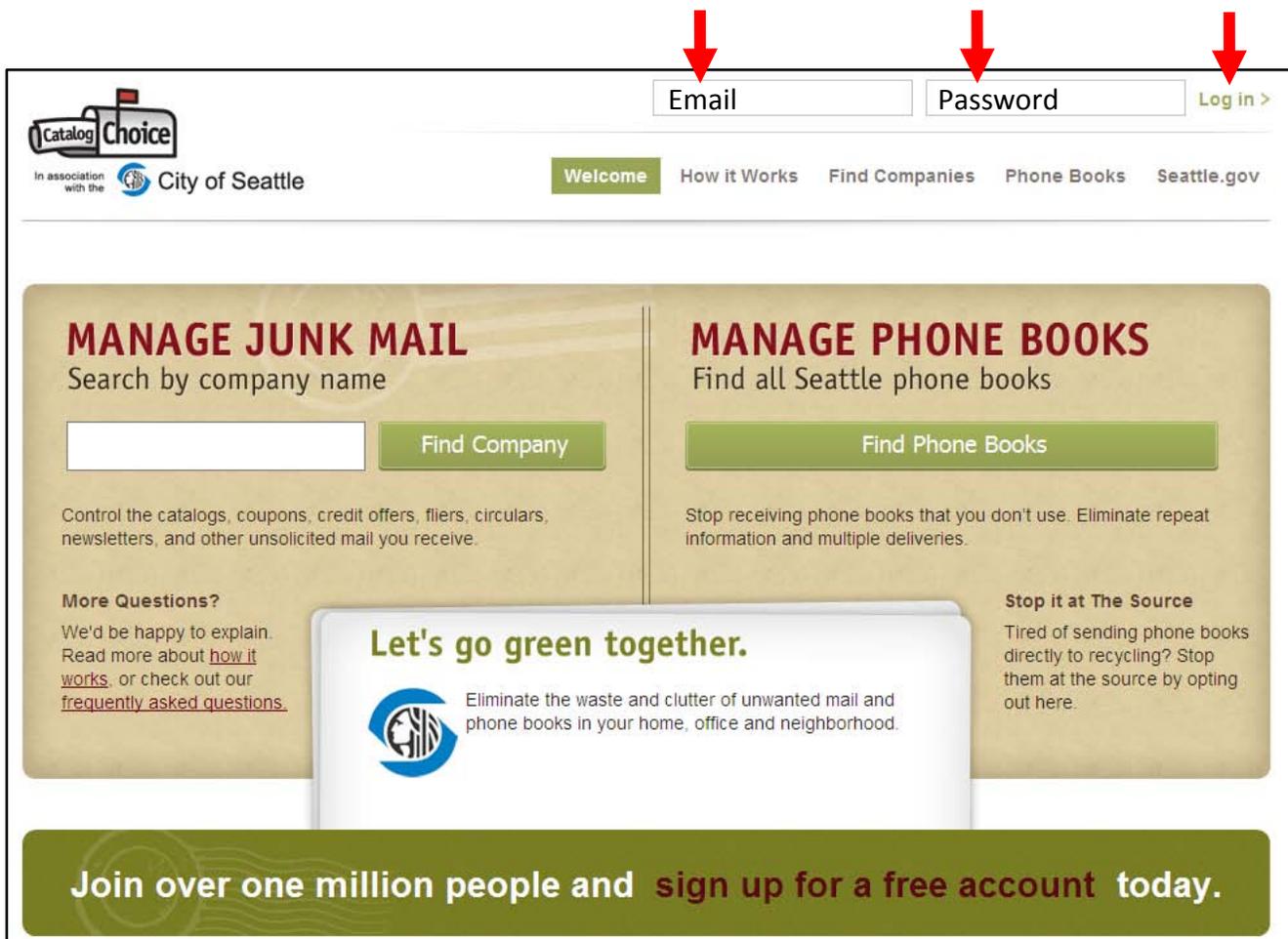
2. Click the "Stop Junk Mail" button.



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

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



4. Click “My Profile” at the top right.



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](#)

Welcome Seattle Citizen!

Manage Unwanted Mail and Phone Books

Search by company name for mail or your zip code for phone books

Did you receive a phone book after submitting an opt-out request?
Follow these steps to submit a complaint:

1. Select
2. Select

5. Change your account profile:

- (A) Click the pencil icon to make changes to your account name, email, password, community, and addresses.

Seattle Citizen's Profile

Manage your account information. Add additional names and addresses used to control mail preferences for companies and other mail services. Set your Catalog Choice communication preferences.

Account Information

Account Name: Seattle Citizen

Email: vfincher@hotmail.com

Password: *****

Community: Seattle.gov

Names

Seattle Citizen

Addresses

Home

1 Example Street Seattle, WA 98101

(B) Click the “Add Name” and “Add Address” buttons to add additional names and addresses to your account.

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.

Names

Seattle Citizen

+ Add Name

Addresses

Home

1 Example Street Seattle, WA 98101

+ Add Address

(C) To stop receiving email updates on the status of your phone book and junk mail requests, uncheck the box at the bottom next to “I want to receive updates when publishers acknowledge my requests.”

Account Updates

We send periodic updates regarding your account to help you keep your mailbox free of unwanted catalogs and offers.

I want to receive occasional news from Catalog Choice via email.
(These emails are from team@catalogchoice.org.)

I want to receive updates when publishers acknowledge my requests.
(These emails are from activity@catalogchoicemail.org and are also available in [your choice history](#).)

(D) To cancel your account, including all phone book and junk mail opt-out choices, click the “Cancel My Account” button.

Cancel My Account

Cancelling your account will immediately delete all names, addresses, and mail preferences you've added to Catalog Choice. Recently created mail preferences may not take effect.

Warning: cancelling your account cannot be undone. Thank you for using Catalog Choice.

Cancel My Account