

## Text Notification Tutorial

1. In order to receive text notifications, you will have to submit a request through your [Brunswick County Permit Portal](#) dashboard. Once you have logged in to your portal you will see a ribbon near the top of the page. You will click on “Request Text Notification” (see yellow highlight in screenshot).

The screenshot shows the Brunswick County Permit Portal dashboard. At the top, there is a search bar and a navigation ribbon with the following items: Active Projects, Current Inspections, Requests, Past Projects, Communications, and Request Text Notifications (highlighted in yellow). Below the ribbon, there are several menu items: PROJECTS, INSPECTIONS, REQUESTS, and PAST PROJECTS. To the right of these items are three dropdown menus: LICENSE NUMBER, PROJECT TAG, and PROJECT NUMBER. A 'Dashboard Tutorial' button is also visible in the top right corner.

2. A form will open up called “Opt-In Text Notification for Permits”. Fill this form out and click the “Submit” button at the bottom left. Be sure to complete all the sections with a red star as these are required fields and the Submit button will not active if any of them are blank or the phone number is in the wrong format.

The form is titled "Opt-In Text Notification for Permits". It contains the following fields and instructions:

- Name \***: A text input field.
- Company Name**: A text input field.
- Phone Number for Text Messages \***: A text input field with a note below it: "Must be a US Phone Number, format should be xxx-xxx-xxxx".

Below the input fields, there is a checkbox with the following text: \*

I Authorize this phone number to receive text messages, based on the selections on this form. I also understand I can type "Stop" in response to a text message to stop receiving text messages.

Notice: Message & Data rates may apply.  
Please Call (910) 253-2055 to cancel or change your messaging options.

At the bottom left, there is a "Submit" button.