



Visit [support.govdelivery.com](http://support.govdelivery.com) for further assistance or call 1 (800) 314-0147

As a partner in the NIFC Incident Notification Program powered by GovDelivery, the following account standards have been established as a guide to set-up your account more efficiently.

**Default Email “From Address”**

You will be sending messages through the GovDelivery Digital Communication Management (DCM) system so it is important that you have a from email address that identifies the incident or agency you represent to your recipients. All incidents are required to use a “From Address” in the following format:

Display Name = Name of Incident or Agency

From Address = [Incident or Agency Name@public.govdelivery.com](mailto:Incident or Agency Name@public.govdelivery.com)

**Bulletin Banner Image (Optional)**

Please provide a banner to be used to brand your messages. Suggested pixel size: 700X175 (jpg or gif is preferred).

**Initial Contact List and Public Subscription Topics**

The system allows you to upload existing contacts (email and mobile number) or provide an “opt-in” public subscription process which allows recipients the option to select information that is most relevant to them. The contact lists can be restricted or private, so that only the assigned administrator has the ability to add or delete subscribers.

Below you’ll find an example of how a public list of Topics may be structured.

- **Incident or Agency Name (Category)**
  - Incident News & Updates
  - Media List
  - Evacuation Information
  - Other...



Welcome fedie@test.govdelivery.com

**Quick Subscribe for fedie@test.govdelivery.com**

USDA Forest Service National Interagency Fire Center offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Access your [subscriber preferences](#) to update your subscriptions or modify your password or email address without adding subscriptions.

**Subscription Topics**

- Regions**
  - Southwestern Region (3)**
    - Yarnell Hill Fire News and Updates**

Your contact information is used to deliver requested updates or to access your subscriber preferences.

## Email Footer Format

Every bulletin has a customizable footer that includes contact information and links to other available methods of digital communication. The following footer format is a recommended template for all email bulletins. Please provide your own logo, contact information and links to social media accounts.



## Subscription Links and Recommended Website Placement

Subscription links and placement instructions will be provided once worksheet is turned in and topics built.

### How to get started:

After approval by NIFC, send the following information to [help@govdelivery.com](mailto:help@govdelivery.com) to begin account set-up:

- From Address
- Banner Image
- Contact or Topic Lists
- Footer Details
  - Contact Info
  - Social Media Links
  - Other Key Web Links