How to subscribe to Announcements from the Delaware Public Archives

Click on the link below to access the Delaware Notification System portal. You may also paste the link into your web browser.

https://denotificationservices.bbcportal.com/

Once you are on Delaware Notification System webpage, you will be provided with two options:

1. Individuals *with* a notification account may log in

2. Individuals *without* an account must select “Sign Me Up!” to become a registered user
Once logged in, please comply with the following steps in sequence, allowing for a slight delay with the site processing your selections:

1. Select the manner in which you would like to be notified and your language preference

2. Set your Subscriptions. Scroll down the page until you reach PUBLIC ARCHIVES
   - Scroll down to “Records and Information Management” and click the icon to expand your choices
   - Select the box(es) that apply to your organization (State or Local Agency)

3. Then scroll to the very bottom of the page and select “Next”
4. Verify your selections

![Image of subscription management page]

Scroll to the bottom of the page and select “Done.”