

FREE ELECTRONIC MAILBOXES FOR TOWN RESIDENTS TO RECEIVE IMPORTANT TOWN COMMUNICATIONS

The Town of Vernon has developed a new way for its residents to communicate with the Town in an **easy**, **simple** and **secure** manner. This easy to use communication method can be demonstrated through an alternative postal system called **Zumbox**. We are offering this new method to all town residents. To register, please follow the following directions.

How to use Zumbox for the first time:

1. Go to www.zumbox.com
2. You will then be able to view the following screen.



3. In the registration box, fill out the information requested.
4. Enter your first and last name (see # 3 on previous screen)

| | |
|--------------------------------------|-------------------------------------|
| First Name | Last Name |
| <input type="text" value="town of"/> | <input type="text" value="Vernon"/> |

5. Enter your Address (see # 4 on previous screen)

| |
|---|
| Address |
| <input type="text" value="14 park place"/> |
| <small>Example: 123 Main St. Apt. B</small> |

6. Enter the City (see # 5 on previous screen)

City
vernon

State
AL
AK
AZ
AR
CA
CO
CT

7. Enter CT or click from the list (see # 6 on previous screen)

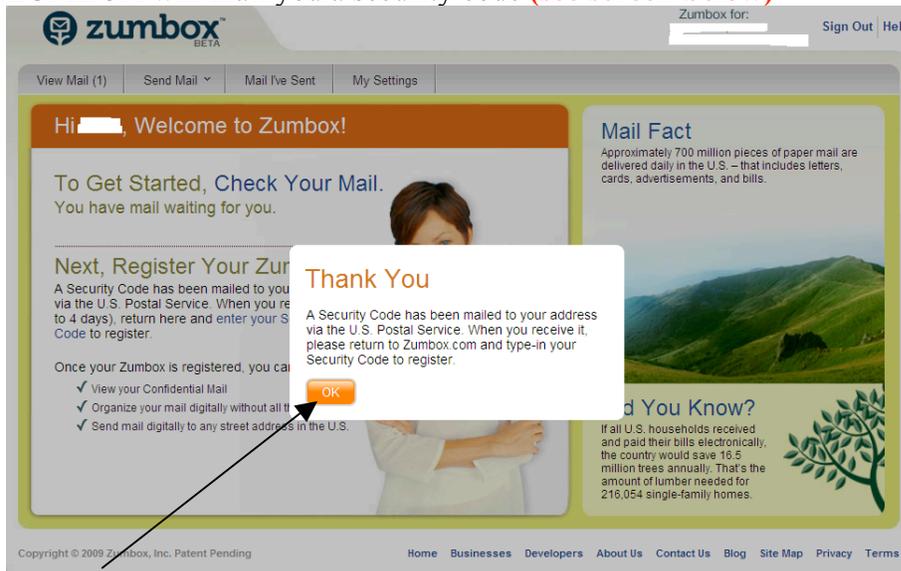
ZIP
06066

8. Enter your Zip code (see # 7 on previous screen)

9. Click the two Check boxes (see # 8 on previous screen)

- I agree to the Zumbox Terms of Service and Privacy Policy.
- I live or work at the above address (Why are we asking?)

10. The first time you sign-in, a dialog box ('Thank you' below) will appear. It will then inform you that ZUMBOX will mail you a security code (see screen below)



11. Click the Ok button.

12. When you receive your ZUMBOX security code, please return to www.zumbox.com and repeat steps 3-8. Then click on **Check your mail**.

zumbox™
BETA

The Alternative Postal System
No Paper. No Scanning. No Delays.

Sign In | Help

Start Here

Check Your Mailbox, It's Free!

First Name: town of
Last Name: Vernon

Address: 14 park place
Example: 123 Main St. Apt. B

City: vernon
State: CT
ZIP: 06066

I agree to the Zumbox Terms of Service and Privacy Policy.
 I live or work at the above address (Why are we asking?)

[Check Your Mail >](#)

Businesses
Qualified businesses and organizations:
Send Mail for Free
[Learn How >](#)

Have a Security Code?
Security Code:
[Continue >](#)
What is a Security Code and how is it used?

It's Safe and Secure [More >](#)
VeriSign Secured PCI HIPAA Compliant

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13. Once you have clicked on **Check your mail**, Click the link entitled “Enter your pin” located in middle of the screen.

zumbox™
BETA

Zumbox for:
150 E. Los Angeles Ave Unit 302
Moorpark, CA 93021

Sign Out | Help

View Mail (4) View Special Offers Send Mail Mail I've Sent My Settings

Hi Greg, Welcome to Zumbox!

To Get Started, Check Your Mail.
You have mail waiting for you.

Next, Register Your Zumbox
A Personal Identification Number (PIN) has been mailed to your address via the U.S. Postal Service. When you receive it (3 to 4 days), return here and enter your PIN to register.

Once your Zumbox is registered, you can:

- ✓ View your Confidential Mail
- ✓ Organize your mail digitally without all the paper
- ✓ Send mail digitally to any street address in the U.S.

Mail Fact
Approximately 700 million pieces of paper mail are delivered daily in the U.S. – that includes letters, cards, advertisements, and bills.

Did You Know?
If all U.S. households received and paid their bills electronically, the country would save 16.5 million trees annually. That's the amount of lumber needed for 216,054 single-family homes.

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14. After clicking “Enter your pin” the follow screen will appear:

The Alternative Postal System
No Paper. No Scanning. No Delays.

Register Your Zumbbox

Please complete the following:

Security Code Type in the Security Code that was mailed to you via the U.S. Postal Service ([Learn More](#))

First Name Last Name

Street Address

City State ZIP

Create a Username

Create a Password

Re-Type Password

E-mail

I agree to the Zumbbox Terms of Service and Privacy Policy.

I live or work at the above address (Why are we asking?)

[Continue](#) [Cancel](#)

15. Enter your security code, your first name, last name, street addresses, city, state and zip.

Then, create your username, password , retype your password and enter your email address.

Don't forget to put check marks in the two check mark boxes at the bottom.

Then, Click the Continue button. **The following screen will be displayed:**

zumbbox BETA

Zumbbox for:
150 E Los Angeles Ave Unit 302
Moorpark, CA 93021

[Sign Out](#) [Help](#)

[View Mail \(4\)](#) [View Special Offers](#) [Send Mail](#) [Mail I've Sent](#) [My Settings](#)

Hi Greg, Welcome to Zumbbox!

Check Your Mail.

You have mail waiting for you.

Have You Sent Mail Yet?

Now that you're registered, you can send mail to any street address in the country.

Go ahead, try it out

- ✓ Send a postcard to a friend.
- ✓ Send a message to your entire street or building using the [Advanced Mail Wizard](#)
- ✓ Run a business? Send a coupon or flyer using the [Advanced Mail Wizard](#).

Mail Fact

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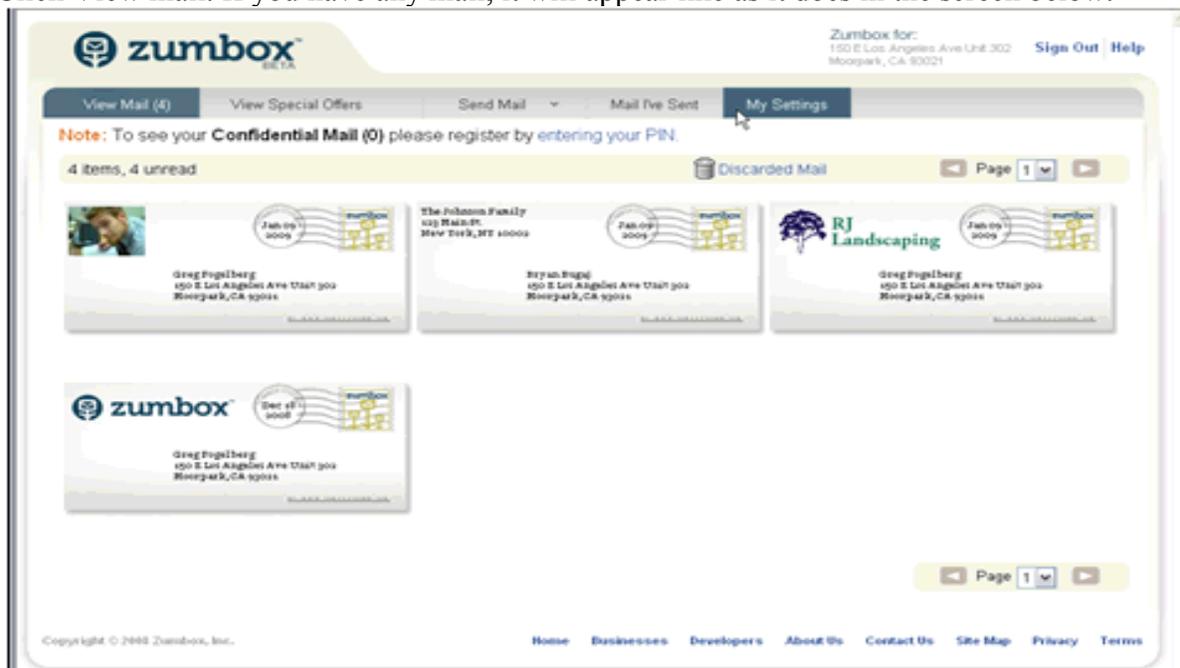
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16. Click View mail. If you have any mail, it will appear like as it does in the screen below.



17. Once you have registered by creating a user name and password, you will not need to type your personal information again. Just go to www.zumbbox.com and click on the "Sign In" link in the upper right hand corner of the screen.



18. After clicking the link, the following sign in page will appear

The screenshot shows the Zumbox sign-in page. At the top left is the Zumbox logo with 'BETA' underneath. To its right is the text 'The Alternative Postal System' and 'No Paper. No Scanning. No Delays.' At the top right are links for 'Sign In' and 'Help'. The main content area is divided into two columns. The left column is titled 'Please Sign In' and contains two input fields for 'Username' and 'Password', an orange 'Sign In' button, and two links: 'How do I register for Zumbox?' and 'Forgot Your Password?'. The right column is titled 'Not Registered Yet?' and contains a paragraph encouraging registration, a list of three benefits (checking mail anytime, taking control of mail, and storing mail safely), and a graphic of a hand holding a pen. At the bottom, there is a copyright notice 'Copyright © 2009 Zumbox, Inc. Patent Pending' and a navigation menu with links for 'Home', 'Businesses', 'Developers', 'About Us', 'Contact Us', 'Blog', 'Site Map', 'Privacy', and 'Terms'.

19. Simply sign-in by entering your user name and password. Then click on View Mail (as seen step 16). You will then be able to view any mail that has been sent to you by the Town of Vernon.

NOTE: You can send email to other residents who also have Zumboxes. Every Zumbox account may send postcards, letters, and other mailings to 50 street addresses each month at no cost. To send larger volumes of mail, residents will be asked to pay postage at a rate of \$0.05 per street address.

If you want to send Zumbox mail to the town, use the following address for Town of Vernon;
14 Park Place Ste 1, Vernon, CT 06066

If you have run into any technical difficulties or have any questions concerning this system, please contact the IT Department at informationsystems@vernon-ct.gov .