OLS NOTIFICATION SERVICES

OLS Users may choose **Text (SMS) or email notifications** for the newly available special set hearing times, requests to be added to the **Standby List**, and **Auto-Calendaring.** Here's how it works:

REGISTRATION

1. Log in to **OLS** and select the **Profile Icon** located near the top of your screen.

2. Select **Notification Preferences.**

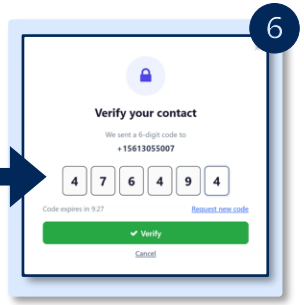
(This launches the Notification Preferences Window)

3. Click + Add contact.

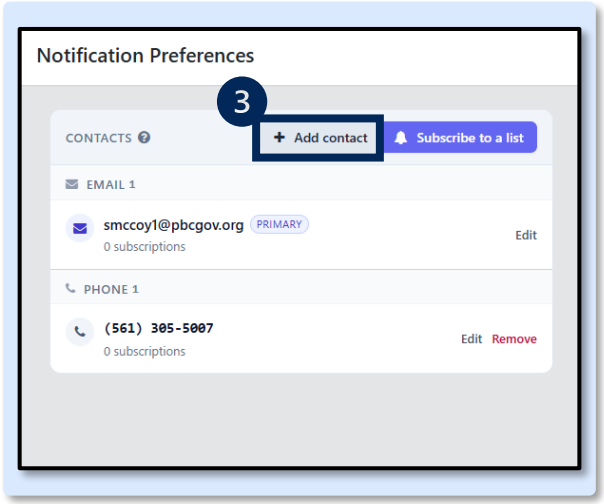
4. Enter details for **email** OR **phone number** and click **Send verification code.**

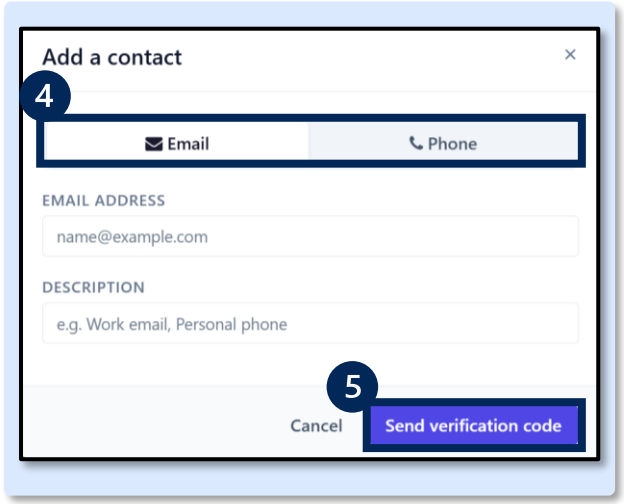
5. Retrieve **6-digit code.**

6. Enter code **to verify.**









Problems/Questions? Contact Cad-Web@pbcgov.org or 561-318-1012

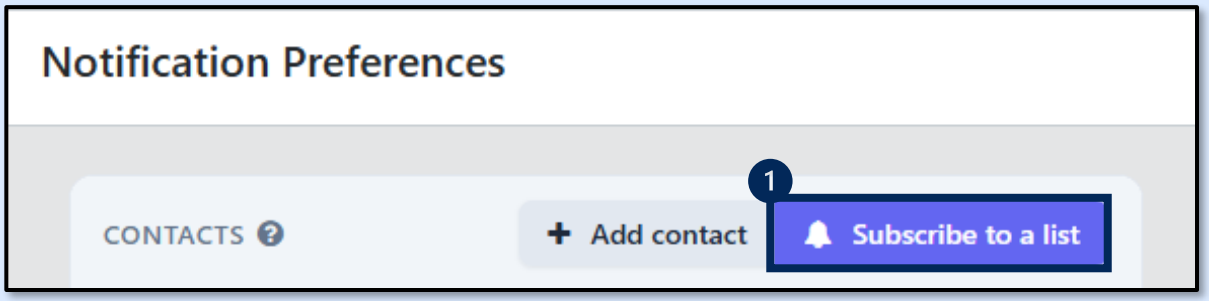
OLS NOTIFICATION SERVICES

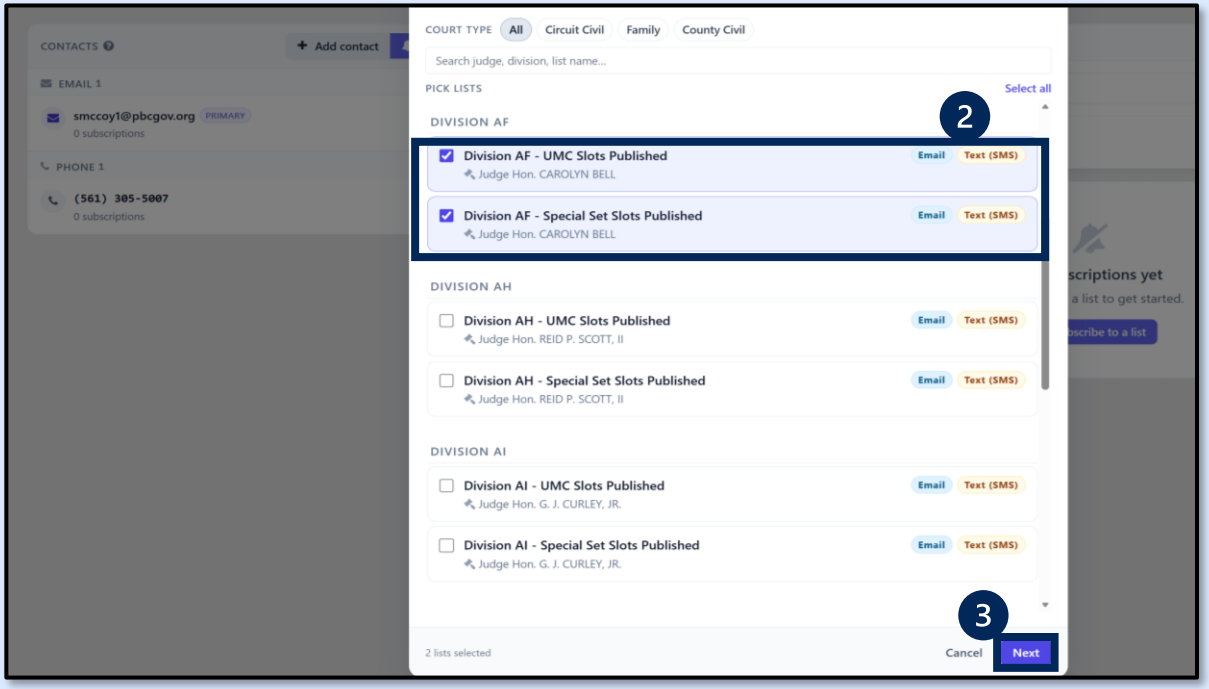
OLS Users may choose **Text (SMS) or email notifications** for the newly available special set hearing times, requests to be added to the **Standby List**, and **Auto-Calendaring.** Here's how it works:

DIVISIONAL SUBSCRIPTIONS

Open **Notification Preferences.**
(see Registration, step 2)

1. Select **Subscribe to a list.**
2. Select the desired division(s):
   Choose **UMC Notifications**, or **Special Set Notifications.**
3. Click **Next.**





OLS NOTIFICATION SERVICES

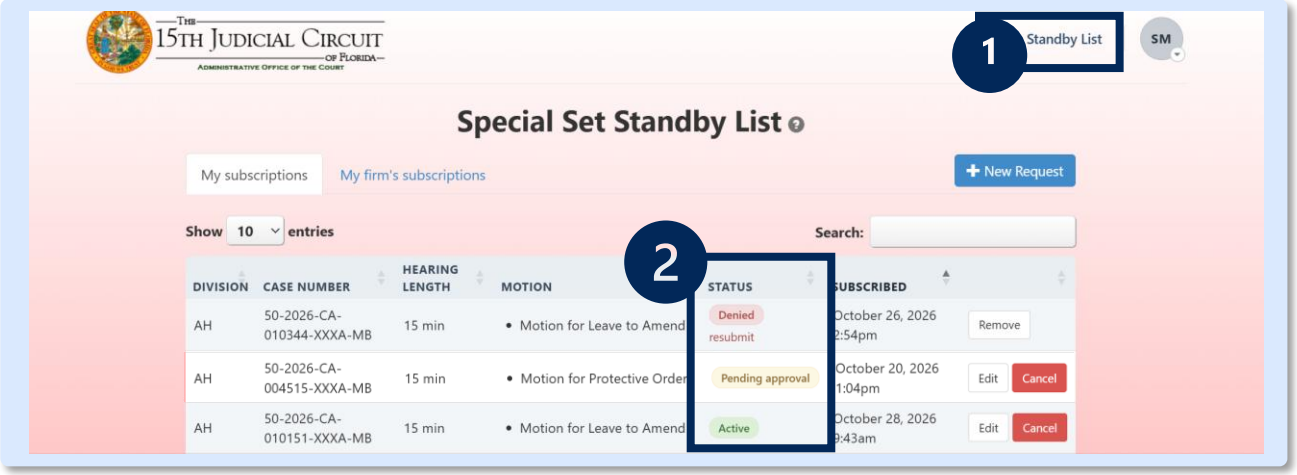
OLS Users may choose **Text (SMS) or email notifications** for the newly available special set hearing times, requests to be added to the **Standby List,** and **Auto-Calendaring.** Here's how it works:

MY STANDBY LIST HEARINGS

Tracked hearings approved for standby list by division:

1. Click on the **Standby List** link.
2. Locate the **Status** column.

- Denied Request not approved
- Active Approved and subscribed to Standby List.
- Pending approval Awaiting Review

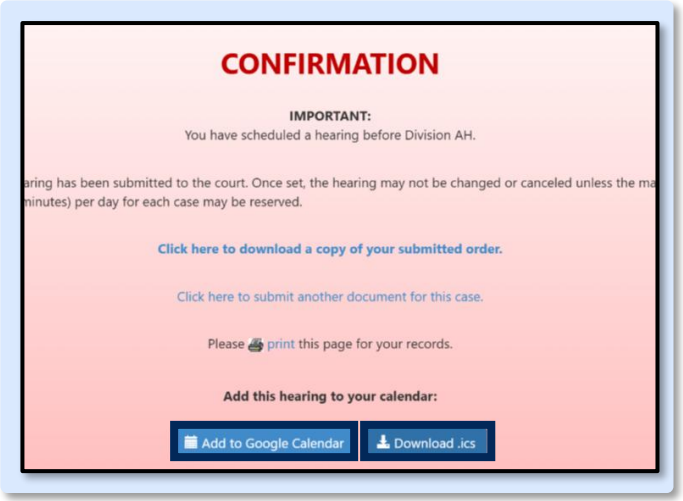


DOWNLOADABLE HEARING APPOINTMENTS

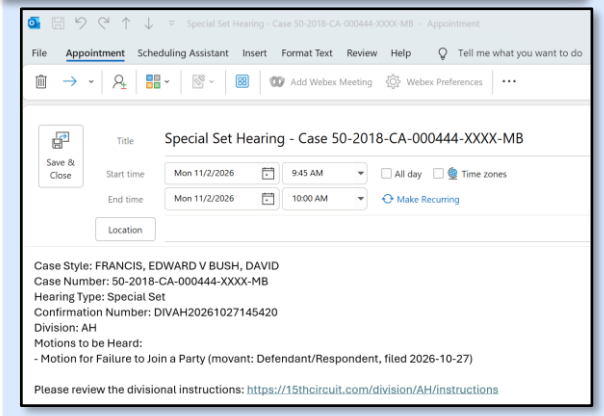
Add hearing details to your calendar.

Click **Add to Google Calendar** or **download .ics** file directly to your calendar. Compatible with:

- ✓ Microsoft Outlook
- ✓ Google
- ✓ Apple Calendar, and more.



Sample Hearing Appointment Information:



Problems/Questions? Contact Cad-Web@pbcgov.org or 561-318-1012