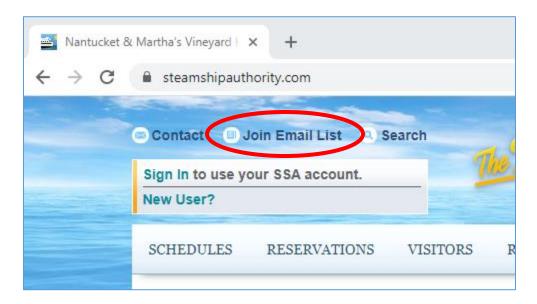
SSA Travel Alerts / SSA eNews

How to subscribe or unsubscribe, or manage your subscriptions

To subscribe or to unsubscribe to either your SSA Travel Alerts or your SSA eNews, You must follow the below instructions. This cannot be done via your SSA Profile.

Step One

Go to www.steamshipauthority.com at the top left corner you will see the option to click the link 'Join Email List'; you want to click on this link to either sign up, adjust your preferences, or to cancel your eNews subscription or Travel Alerts.



Step Two

Once you have click on 'Join Email List' you will be brought to a page that has the below heading of 'Travel Alerts and eNews Signup'. Directly below the heading there are two links.

- 1. 'Click her to subscribe to our eNews or manage your eNews preferences'
 - This link will allow you to sign up for our eNews, adjust your preferences, or cancel your subscription to the Steamship Authority eNews publication.
- 2. 'Click here to manage your travel alert preferences'
 - This link will allow you to sign up for our Travel Alerts, adjust your preferences, or cancel your subscription to the Steamship Authority Travel Alerts.

You will want to select the link for which option you are trying to work with.



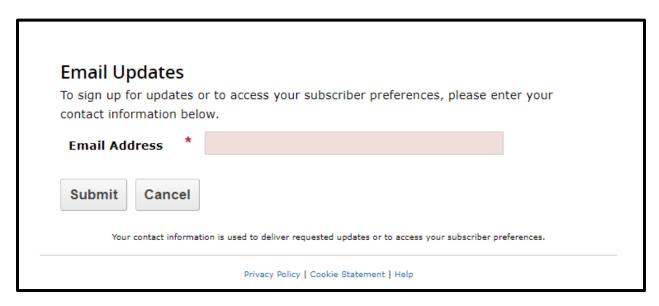
1. SSA eNews

To subscribe, change your preferences, or to unsubscribe to your SSA eNews, You must follow the below instructions.

Step One

Once you click on the first link for eNews, you will be brought to this screen to enter the email address you would like your SSA eNews sent to, or already have it sent to.

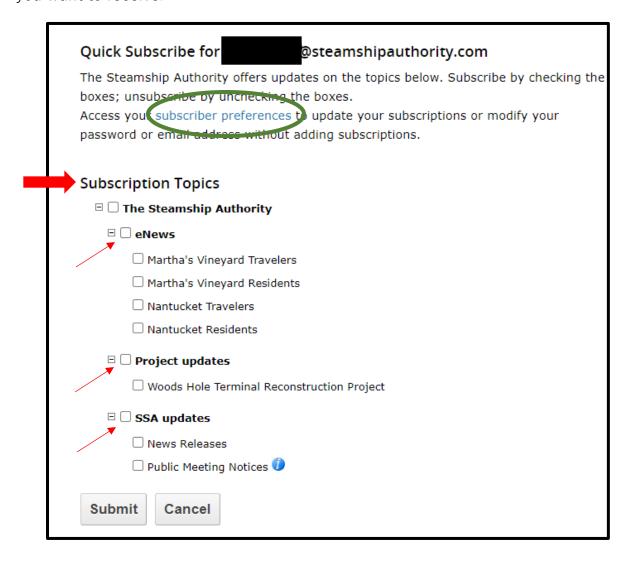
You will need to create a password if you are signing up. If you are already signed up, you will need to enter your password to login and change your preferences.



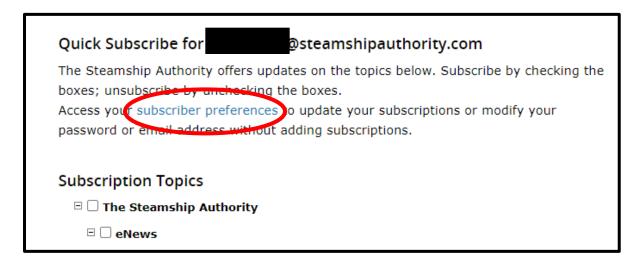
Step Two

Once you are logged in you will see the below options you can select from.

1. <u>Subscription Topics:</u> Note the options, you can select or unselect depending upon what you want to receive.



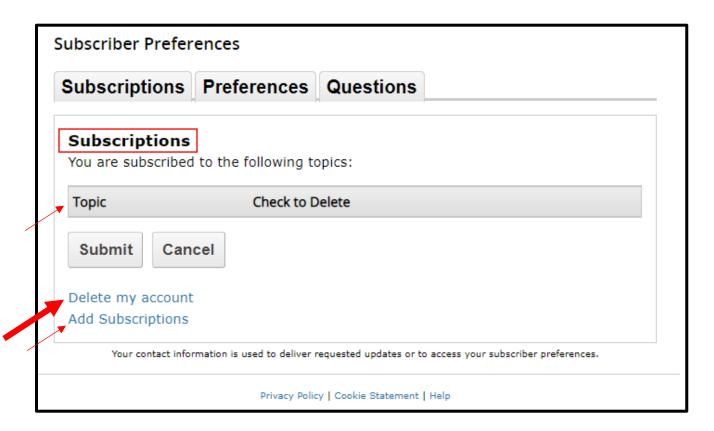
2. <u>Subscriber Preferences</u>: If you click the link for *Subscriber Preferences*, you will find the following options. There are three tabs at the top: Subscriptions, Preferences, and Ouestions.



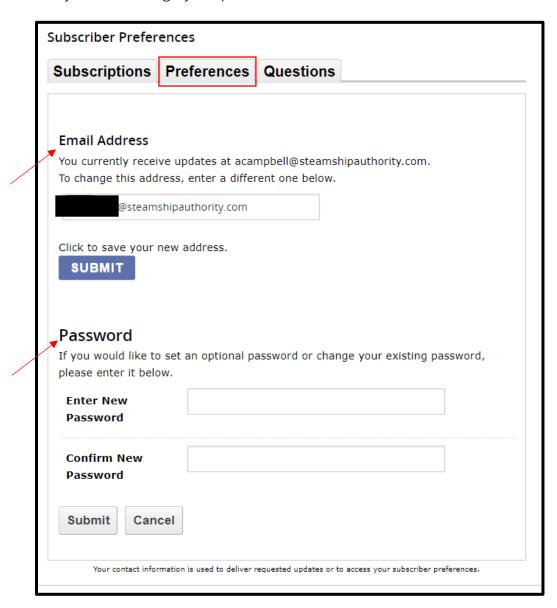
2a. There are three tabs at the top: Subscriptions, Preferences, and Questions.



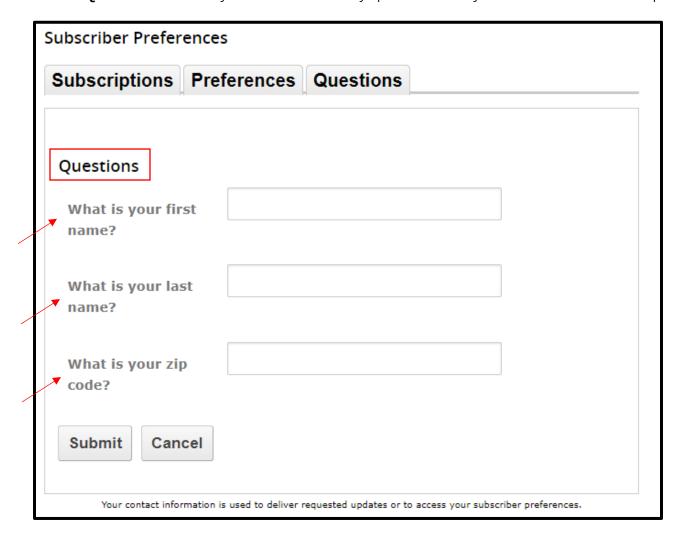
A. **Subscriptions** – Here you have the options to delete any topics you do not wish to receive. You can also click *'Delete My Account'* to delete your account from the SSA eNews publication. Or, you can click on *'Add Subscriptions'* to add more information to your SSA eNews subscription.



B. **Preferences** – Here you can change the email address you receive your SSA eNews at or you can change your password.



C. **Questions** – Here you can set security questions for your SSA eNews subscription.



2. Travel Alerts

To subscribe, change your preferences, or to unsubscribe to your SSA Travel Alerts, You must follow the below instructions.

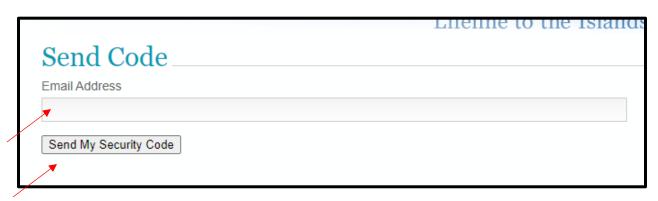
Step One

Once you click on the second link for Travel Alerts, you will be brought to this screen to verify your email, by entering the unique security code assigned to your email.

- 1. <u>If you do not know your security code</u>, you can click the link that says *'click here'* below the email address field and it will bring you to a screen to enter your email to get your security code. *See below for more information*.
- 2. <u>If you know your security code.</u> You will enter your email address associated with your Travel Alerts along with your security code, and click the *'Continue'* button.



- 1a. <u>If You Do Not Know Your Security Code:</u> and you clicked the link that says 'click here' below the email address field it will bring you to the below screen.
 - 1. Here you enter your email address associated with your travel alerts and click the button 'Send My Security Code' it will then send an email to the email address entered with your security code.
 - 2. Once you have this you can go back to the previous screen.



Step Two

Edit Travel Alert Preferences: from here, you can select from multiple options.

- Email & Contact information
- Which Island
- Text (SMS) alerts
- Date restrictions, all Travel Alerts, or specific days of the week.
- Remove yourself from Travel Alerts

You also have the option of clicking the link directly under the header to sign up or manage your eNews preferences.

