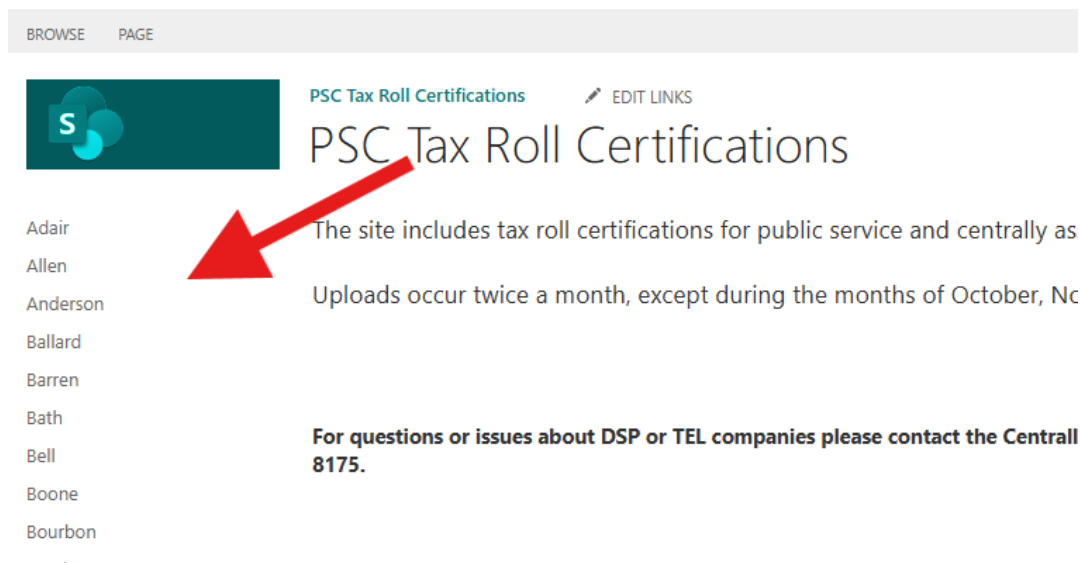


## Enabling Alerts on the Sharepoint Site for PSC Tax Roll Certifications

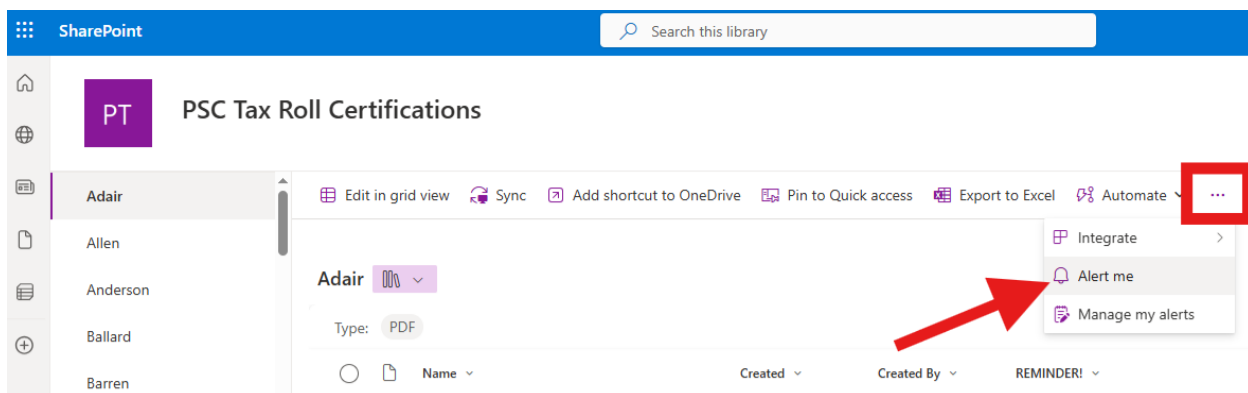
To access the Sharepoint site for PSC Tax Roll Certifications, the computer used **MUST** be on the State network, if not access will not be granted. If you are experiencing issues accessing the State network, please contact COT.

1. Access the Sharepoint site

(<https://kymsoffice.sharepoint.com/sites/PSCTRC/psctaxroll/SitePages/Home.aspx>) and open your county folder. County folders are located on the left panel. Authorized DOR staff will have all 120 counties on their left panel, however county clerk offices authorized staff will only see their county on the left panel.



2. Once in your county folder click on ellipsis and select *Alert me*.



3. Adjust the settings to your preference and click *OK*. Note that alerts can only be sent to your ky.gov email address and Text Message (SMS) is disabled.

Send me alerts by:

- ☒ E-mail Ashley.Sheeks@ky.gov  
☐ Text Message (SMS)   
☐ Send URL in text message (SMS)

Only send me alerts when:

- ☒ All changes  
☐ New items are added  
☐ Existing items are modified  
☐ Items are deleted

Send me an alert when:

- ☒ Anything changes  
☐ Someone else changes a document  
☐ Someone else changes a document created by me  
☐ Someone else changes a document last modified by me

- ☒ Send notification immediately  
☐ Send a daily summary  
☐ Send a weekly summary

Time:

Wednesday 7:00 AM

OK

Cancel



KENTUCKY DEPARTMENT OF  
**REVENUE**