

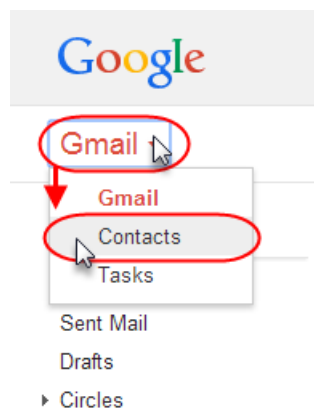
Gmail - Adding SBUtilities Email to Contacts

June 25, 2014

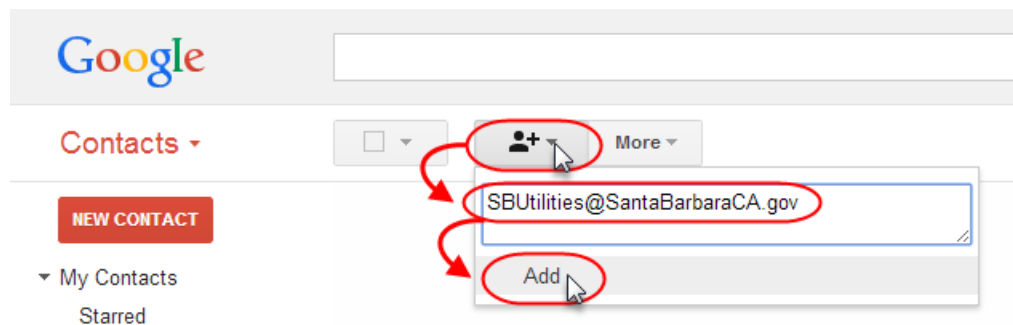
If you use Google Gmail, you must add SBUtilities@SantaBarbaraCA.gov to your contacts in order to receive emails from the Utilities Online application.

You must perform this procedure **before** signing-up for Utilities Online.

- 1) Login into Gmail, click on the **Gmail** menu link at the top-left of the page. Select **Contacts** from the menu.



- 2) Click on the **Add Contact** icon, enter **SBUtilities@SantaBarbaraCA.gov**, and then click on the **Add** link.



That's all there is to it. Now you will receive emails from the City of Santa Barbara Utilities Online payment application.