Set up Email Notification

1. Find the Area - Service Unit - Facility (ASUFAC) code for your site at:
   http://www.ihs.gov/scb/index.cfm?module=W_FACILITY&option=list&num=38&newquery=1
   (in the column titled 'ASUFAC code').

2. Prepare an e-mail to the address HQ_OPHS_Disease_Surveillance@ihs.gov with the
   subject line: "Flu Illness and Lab Reporting System - export file receipt." If the email to
   that email address doesn't go through or you don't receive a response within at least a
   couple of days, send your request directly to larry.layne@ihs.gov .

3. Please add the e-mail address(es): [list e-mail address(es)]to the list of users who automatically
   receive an e-mail after an export file is sent to the IHS Data Integration Service. I am requesting
   export file receipt notifications for the site [site name here] with ASUFAC code [ASUFAC code
   here]."

4. Send the e-mail message.