

## Set up Email Notification

1. Find the Area - Service Unit - Facility (ASUFAC) code for your site at:  
<http://www.ihs.gov/scb> (in the column titled 'code').
2. Prepare an e-mail to the IHS Help Desk ([support@ihs.gov](mailto:support@ihs.gov)) with the subject line:  
**"Flu Illness and Lab Reporting System - export file receipt."**
3. Include in the body of the message:
  - a. "Helpdesk - this request should be routed to the ILI Contact Request Support personnel. 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.