

## Attachment #1a – Sample New Registration Notification Email Message

**From:** titlev@valleyair.org [mailto:titlev@valleyair.org]  
**Sent:** Wednesday, November 02, 2011 4:07 PM  
**To:** Seng Lee; TitleV Mail  
**Subject:** Title V E-Reporting New User Account Registration Received.

Hello,  
Your request for a new Title V E-Reporting account has been received.

The following information was received:

**Registration ID:** 4  
**Name:** John Doe  
**DOB:** Jul 23 1981  
**Email:** [seng.lee@valleyair.org](mailto:seng.lee@valleyair.org)  
**Identification Type:** Driver License  
**Identification Card Number ending in:** \*\*\*\*352

**Facility ID:** C-311  
**Facility Name:** Chevron  
**Your Position/Title:** Manager  
**Facility Contact:** Jane Dupont  
**Facility Contact Phone:** (559) 664-6646

**Digital Signature Password:** Not available for security purposes.

To complete your account registration, please visit our office at the address below to show the identification card you indicated above to the District within 30 days of this message. Alternatively, you can try to obtain a certified copy of the identification from the issuing agency and mail it to us. This is required to verify your identity before an account and digital signature can be issue to you.

**Important:** If you choose to mail in a certified copy of your identification card then please annotate it with the **Registration ID - 4** so we are able to reference your registration record.

Thank you.

Attention: Compliance Title V Reporting  
San Joaquin Valley APCD  
1990 E Gettysburg Ave  
Fresno, CA 93726-0244  
Phone: 559-230-5950  
Fax: 559-230-6062  
Email: [titlev@valleyair.org](mailto:titlev@valleyair.org)

