

Listserv subscription instructions

Please read this document before subscribing to the listserv. This document contains instructions on how to manage your e-mail exchange. Please note that your Listserv username and password are completely separate from your IMA account. Should your e-mail address change in the future, you must update your information both in your IMA profile and the Listserv.

I. Registering for listserv password

You must first register the e-mail address you would like to use for subscription to the e-mail exchange and select a password.

Instructions:

1. Go to <http://imalistserv.imanet.org>
2. Click on **"Subscriber's Corner"**
3. Click on **"Get a New Listserv Password"**
4. Register your e-mail and select a password
5. Wait for a confirmation e-mail. This e-mail will be sent to the address you just registered.
6. Confirm your registration by clicking on the link contained in the confirmation e-mail. Once confirmed, go back to **"Subscriber's Corner"** and login.
7. Once logged in, it will take you to Password Confirmed Page, **click on "Follow this link"** to take you to the Subscriber's Corner control page.

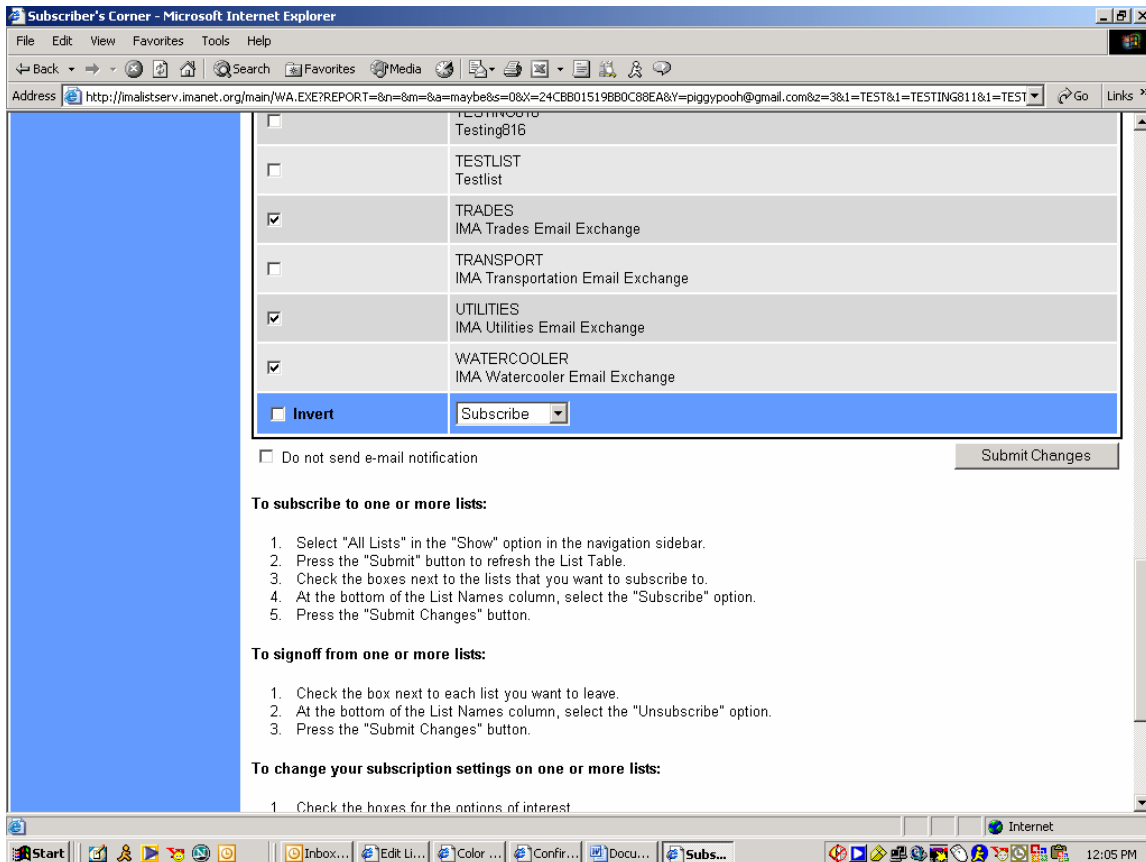
II. "Welcome to Subscribers Corner"

How to subscribe to the lists

1. On the left navigation frame, **scroll down to "List Table Options"**.
2. The default setting is **"Subscribed Lists"** which shows all the lists that you are already subscribed to. **On the drop down menu, choose "All Lists" and click on the submit button** to show all the e-mail exchanges available to all IMA members.

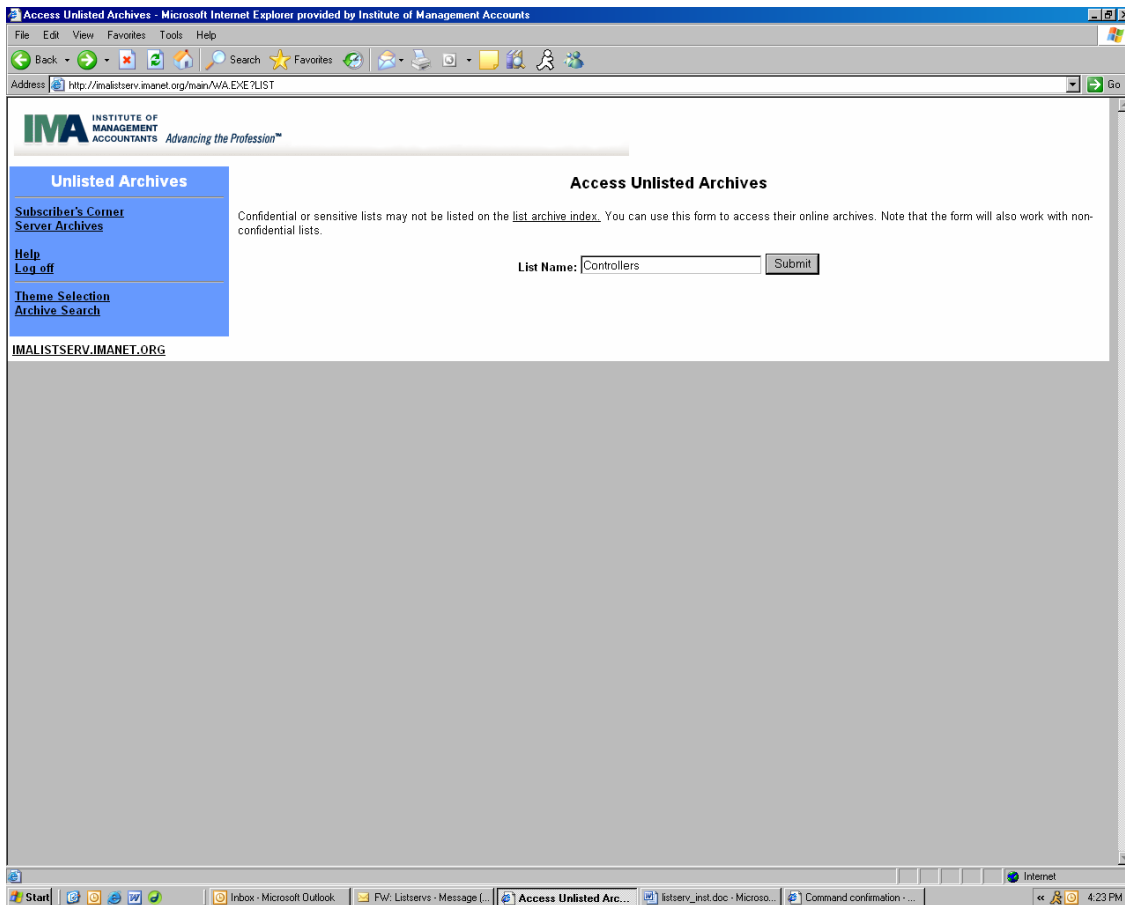
Reminder: If you are a paid subscriber to Controllers, Cost Management, and Small-Business you will not see the corresponding e-mail exchanges as part of the public list. Please follow Section III of this document for further instructions

3. Check the box(es) next to the e-mail exchange that you want to subscribe to.
4. At the bottom of the List Names column, select **"Subscribe"** from the drop down menu.
5. Click on **"Submit Changes"** button.
6. Wait for an e-mail confirmation. When you re-log, you will see all the lists you are subscribed to under "Subscribed Lists".
7. Once subscription is confirmed, you will receive a "Welcome" message from the listserv with instructions on how to send messages to the list.



III. For paid subscribers of Controllers, Cost Management, Small Business.

1. Click on **"Server Archives"** located on the top left navigation frame
2. Scroll down to the very bottom of the list (**right below the Watercooler list**)
3. Click on **"unlisted archive form"**
4. In the "List name" field, **type in one of the following:**
 - Controllers** – for Controllers Group subscribers
 - Costmgt** – for Cost Management Group subscribers
 - Smallbiz** – for Small Business Group subscribers
5. Click on **Submit** button



4. Click on "Join or Leave the list"
5. Click on "login with your LISTSERV password"
6. Type in your Full Name and click on "Join listname" button.

Join or Leave the CONTROLLERS List - Microsoft Internet Explorer provided by Institute of Management Accounts

Address: http://imalistserv.imanet.org/main/WA.EXE?SUBED1=controllers&A=1

IMA INSTITUTE OF MANAGEMENT ACCOUNTANTS *Advancing the Profession™*

Subscription Settings

Join or Leave the CONTROLLERS List

This screen allows you to join or leave the CONTROLLERS list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can [login with your LISTSERV password](#) (if you have one) and update your subscription interactively, without e-mail confirmation.

Your E-Mail Address:

Your Name:

Join CONTROLLERS Leave CONTROLLERS Leave all the Lists

Subscription Type:

- Regular [NODIGEST]
- Digest (traditional) [NOMIME DIGEST]
- Digest (MIME format) [NOHTML MIME DIGEST]
- Digest (HTML format) [HTML DIGEST]
- Index (traditional) [NOHTML INDEX]
- Index (HTML format) [HTML INDEX]

Mail Header Style:

- Normal LISTSERV-style header [FULLHDR]
- LISTSERV-style, with list name in subject [SUBJECTHDR]
- LISTSERV-style, short [SHORTHDR]
- "Dual" (second header in mail body) [DUALHDR]
- sendmail-style [IETHDR]

Acknowledgements:

- No acknowledgements [NOACK NOREPRO]
- Short message confirming receipt [ACK NOREPRO]
- Receive copy of own postings [NOACK REPRO]

Miscellaneous:

- Mail delivery disabled temporarily [NOMAIL]
- Address concealed from REVIEW listing [CONCEAL]

Join CONTROLLERS Leave CONTROLLERS Leave all the Lists

IMALISTSERV.IMANET.ORG

Start Inbox - Microsoft Outlook FW: Listservs - Message ... Join or Leave the CO... listserv_inst.doc - Microso... Command confirmation - ... Internet 4:24 PM

7. A confirmation e-mail will be sent to your e-mail address once your subscription to the newsletter(s) is confirmed by the list owner.