**How to Subscribe to the NIH-OALM-IPP-VENDOR-ALERTS**

**Step 1:**

Go to <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=NIH-OALM-IPP-VENDOR-ALERTS&A=1>

Enter your Name, Email Address and Click “Subscribe (NIH-OALM-IPP-VENDOR-ALERTS)” (see below screenshot.

**NOTE:** Do not change the “Select List” NIH-OALM-IPP-VENDOR-ALERTS NIH OALM IPP Vendor Alerts information.



The following screen will pop-up:



**Step 2:**

You will receive a confirmation email with a link. Click on the link stated in the email.



**Step 3:**

You will receive the following pop-up confirming subscription.



**Step 4:**

You will receive a confirmation email.





If you have any issues subscribing to the NIH-OALM-IPP-VENDOR-ALERTS, please send an email NIH-IPPinvoicing@mail.nih.gov