



**RESPONDING TO AN EMAIL NOTIFICATION VIA DPI SWN APP:**

1. DPI will send an email notification regarding a food-safety hold or recall using the Send Word Now (SWN) app provided by USDA. See sample email notice below:

FROM: Wisconsin U.S.D.A Foods Program

This is only a test of the Wisconsin U.S.D.A. Foods recall notification system.

Confirm receipt by clicking on the email "Reply" button (the email address you are replying to will start with PHX-gwb@...). Enter the number 1 in the body of your reply email. Do not include anything before the number.

1: Yes, I received the notice.

The sender provided the following contact information.

Sender's Name: Wisconsin U.S.D.A Foods Program

SWNGWB(4102637721)



2. Using your email reply button: - follow instructions below:

Send	To...	PHX-gwb@sendwordnow.com	← This will be pre-filled because you are simply replying to the email.
	Cc...		
	Subject	RE: TEST2: Wisconsin U.S.D.A. Foods Notification System	

1 ← **Type-in 1 ONLY. By typing the number 1, the server will convert "1" to: Yes, I received the notice. #2**

**From:** Wisconsin U.S.D.A Foods Program [mailto:PHX-gwb@sendwordnow.com]

**Sent:** Thursday, November 12, 2015 11:09 AM

**To:** Ante, Antonio D. DPI <Antonio.Ante@dpi.wi.gov>

**Subject:** TEST2: Wisconsin U.S.D.A. Foods Notification System

**Importance:** High

**#3 Press on your email "Send" button.**

FROM: Wisconsin U.S.D.A Foods Program

**You're done. Additional information related to a recall will be sent via a separate email or phone call.**

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