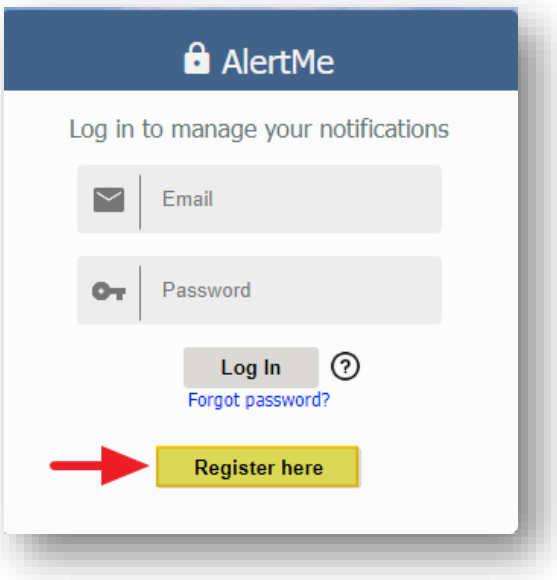
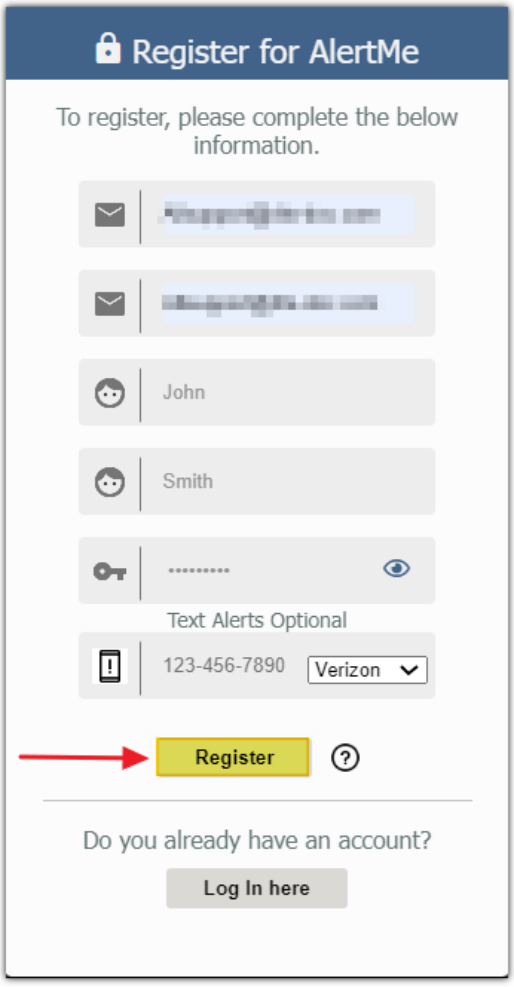
AlertMe User Guide

NEW USERS

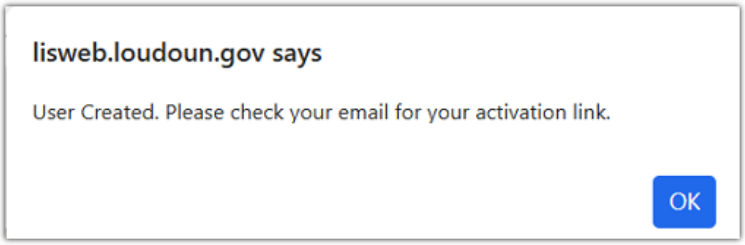
Step 1: Click ***Register here***



Step 2: Fill in the required fields and click ***Register.*** Text Alerts are optional.

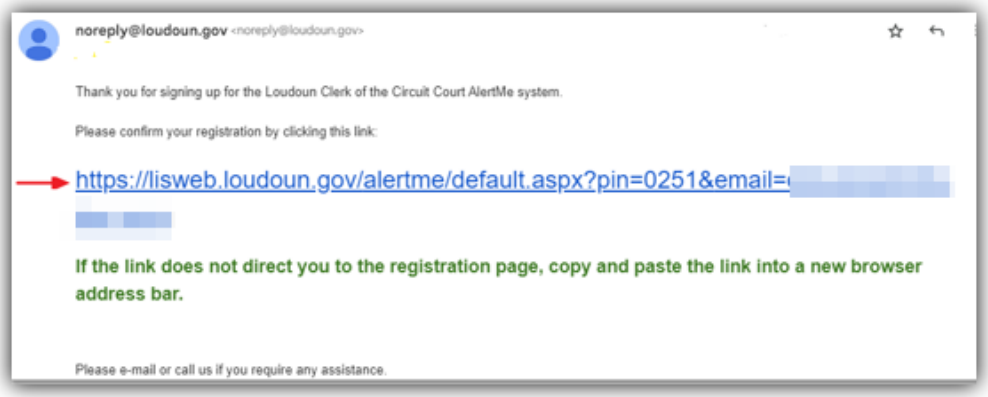


Step 3: You will receive the message below if the user was created successfully. Click ***OK*** and check your email inbox to finalize the registration process. *Note*: You may need to check your Spam folder.



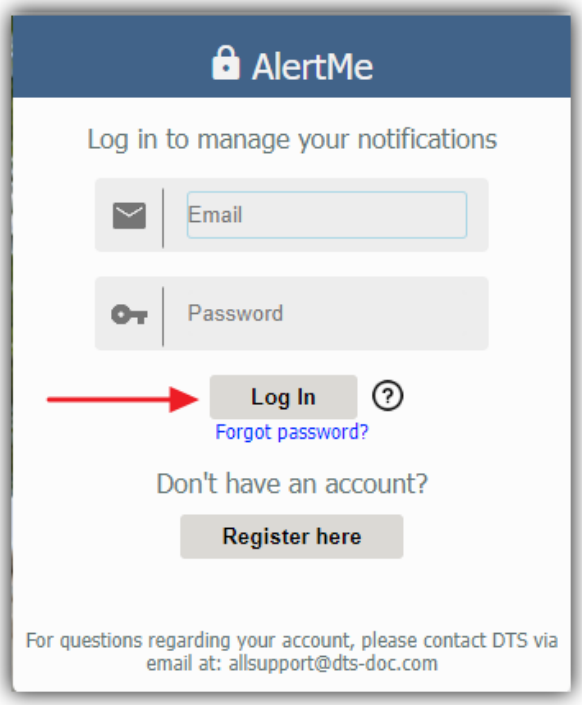
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Step 4: You will receive the email notification below. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in per Step 5.

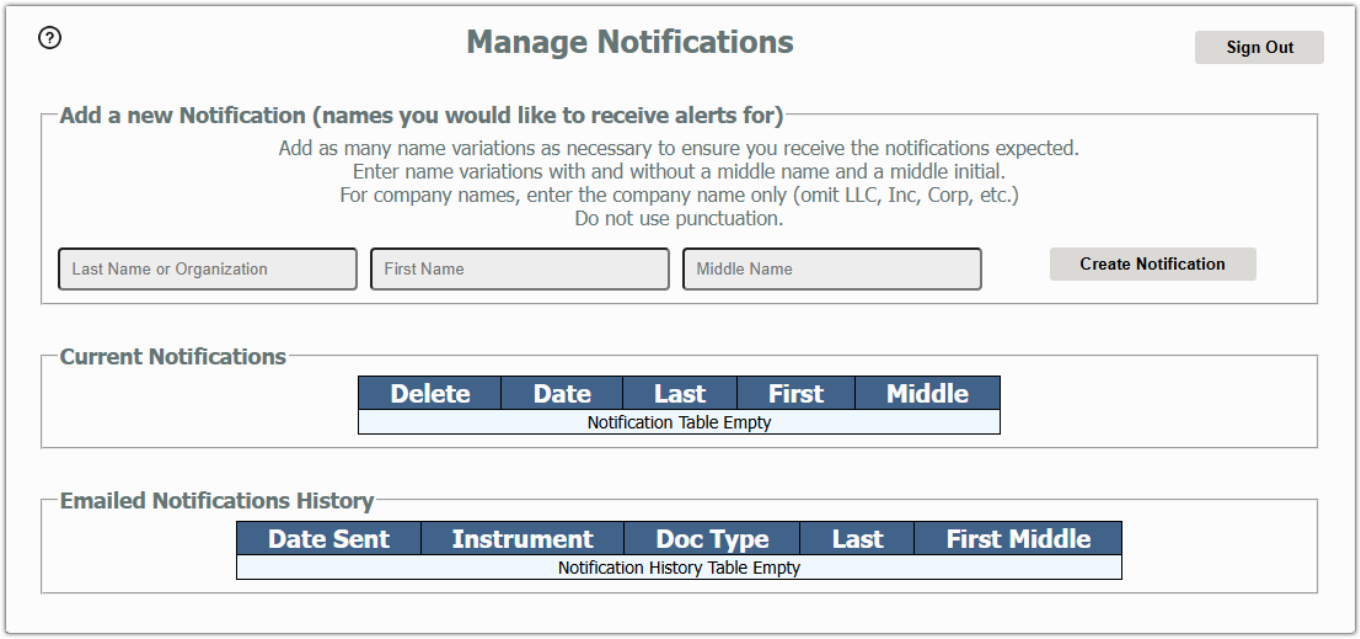


Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

Step 5: Enter your email address and password and click ***Log In***.



Step 6: Upon logging in you will see the ***Manage Notifications*** page.



Add new notifications by filling in the Last Name or Organization, First Name and Middle Name and clicking ***Create Notification.*** Add as many name variations as necessary to ensure you receive notifications as expected.

Example 1



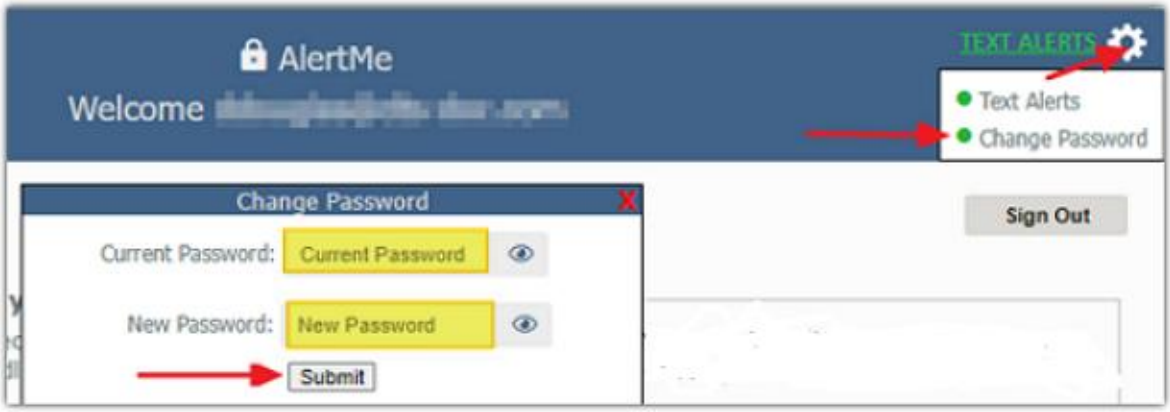
Example 2



Current Notifications displays the active notifications you will be emailed about. (This table will be empty for new users.)

Emailed Notifications History section displays email alerts history previously sent.

Change Password by clicking the Gear icon and selecting ***Change Password.*** Enter your current password, new password and ***Submit.***

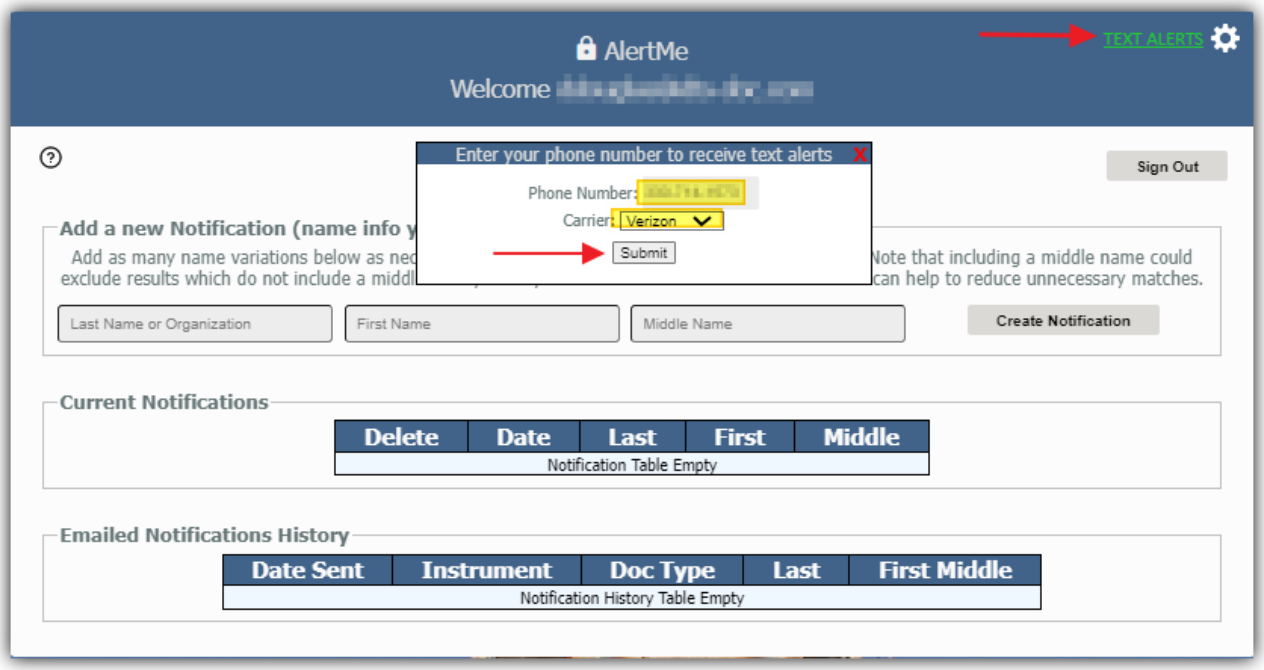


You will receive a pop-up confirmation that the password has been updated.



Select the X to return to the main screen.

Add or Update Mobile Alerts by clicking ***Text Alerts*** and entering the required information then clicking ***Submit.***



You will receive a pop-up message in the upper right corner of the screen verifying the update.



Select the X to return to the main screen.

Once finished, click the sign out button at the top right and you will be directed back to the login page.