How to sign up for the Everbridge Emergency Notification System...

Citizens may sign up to receive emergency notifications on their cellular telephones by voice, or by receiving text messages as well as e-mails. All business and citizens land line phones that are listed in the white pages are entered in the system by Everbridge.

The Everbridge system is directly connected to the National Weather Service which provides immediate emergency notifications of adverse weather conditions. The system is also used to send out important notifications from the Fire Department or Law Enforcement officials.



Please click the Everbridge logo to sign up. If you are creating a new account click the

word Sign up.

Usemame	Forgot username
User Name	
Password	Eorgot password
Password	
Keep me signed in (Uncheck if on a shared computer)	
Login	

Please complete the required fields marked with a red *.

By clicking the down arrow under Security Question you may select the question that you like best.

After completing the required fields then click the box "I accept the TERMS of USE" and then click

"Create Your Account"

Username	johnDamth12345
	Usemannes must be a minimum of 4 acceptable characters. Acceptable characters are uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (\mathbb{Q}). No other characters or symbols are permitted at this time.
First Name	John
Last Name	Smb
Password	
	Pasysord must be 8 to 54 characters long and contain at least one latter and one number. Special characters are permitted, but limbed to (@#\$%46").
* Confirm Password	
* Security Question	What is the city or town of your brith?
* Answer	Evatovile
Registration Email	johndsmith@gmail.com
	I accept the Terms of Use

You may begin building your profile by adding your cellular telephone numbers. The system is designed to send a TEXT message first to your phone, if no response then the system will call your cell phone, if no response, then to your email. If the system does not receive a confirmed response the by contacting the numbers or emails listed it will repeat one additional cycle. You may change the order you wish to be contacted by moving the arrows up or down. When finished click "Save and Continue"

• First Name	John	
* Last Name	Smith	
Registration Email	johndsmith@gmail.com	
Here's how to contact me	2. (Complete at least 1)	
Move up or down to change the order.		
 1) Primary Email 	johndsmith@gmail.com	
 2) SMS Txt (10 Digit #) 	United States	(812) 333-5555
🔹 💌 3) Primary Cell Phone	United States	(812) 333-5555
🛋 💌 4) Home Phone	United States	(812) 555-5555
🛋 💌 5) Work Phone	United States	(201) 555-5555
	Ex	ct 5555
	email@email.com	
• • 6) Secondary Email		
	United States	(201) 555-5555

Citizens may add up to five (5) locations in the system. An example would be to list your home address, if you have children in school, list the school address, or other family member's home addresses. The system will then include you in all notifications that directly affect all of the addresses entered into the system. Once you are finished then click "Verify this Address"

My Locations		
We will use the location information	tion you provide to inform you about events taking place in your area.	
Add a Location		
* Location Name	Homa	
* Country	United States	2
* Address	131 S Cherry St	
Apt/Suite/Jeit		
City	Columbus	
State/Province	lediana	6
	47201	



Check the map to confirm the address location and then click the address listed on the left. If this is not the correct address, then verify the information entered. Then click "This is my Location"

You may add other locations by clicking +Add Another Location and follow the above steps. Then click "Save and Continue"

Profile	Locations	Alerts	Information	Review	
My Locatio					
We will use the location i	nformation you provide to	o inform you abou	ut events taking place in	n your area.	
Location Name	ļ	ddress			
Location Name	-	address 31 S Cherry St		Edit Delete View	on Map
	-			Edit Delete View	on Map

Citizens may sign up for Alert subscriptions by clicking the + or box next to the type of alert listed for additional information.

Fire and Law Enforcement Alerts, citizens will receive messages such as if there is a lost child/aging adult in your neighborhood or the need to evacuate due to some type of emergency that may affect your homes.

<u>Special Needs citizens</u> may select hearing impaired, mobility impaired, oxygen tank or visually impaired.

<u>Weather Alerts</u>- The systems notifies all citizens in the system of Tornado Warnings regardless the time of day. Citizens signed up in the system with their cell phones, may sign up for additional weather alerts listed in the system.

**If you do not want to receive non-emergent weather alerts between 10p to 6 am please click the box "Don't contact me between:"

Then click "Save and Continue"

My Alert Subscriptions

Choose what you want to be informed about.

Description - Community Alerts	
Fire Deparment Alerts	
Law Enforcement Alerts	
Severe Weather Alerts	
☑ Water Outages	
C Special Needs	
Select Any Special Needs you have (4)	
Hearing Impaired	
Mobility Impaired	
Oxygen Tank	
Visually Impaired	
Q Weather Alerts	
Flood (2)	
Flash Flood Warning	Weather and Hazard Alerts Settings
Flood Warning	Don't contact me between:
Winter (3)	10:00 v PM v and 06:00 v AM v
Blizzard Warning	(GMT -5:00)Eastern Standard Time(America/Cayman)
🔲 Ice Storm Warning	
Winter Storm Warning	
Severe (5)	

My Information will open up and click "Save and Continue"

My Infor	matior	n			
Special Needs		F	lease select		

You profile will display a review of the information you entered and you may click *"Finish"*. Print a copy of your profile and make note of your *Password* in case you need to update your information.

If you forget your password or wish to be removed from the system please call 812-379-1500.

If you need assistance signing up or have any other questions please call 812-379-1500

**NOTE: Citizens who have signed up into the system, they will receive a test the first Friday of every month at 12:00 noon. (Same as the monthly tornado siren test). This gives citizens the opportunity to practice acknowledging they have received the test correctly.

My Profile		Edit	My Alert Subscriptions
Username:	johnDsmith12345		Important Community Alerts
First Name:	John		Severe Weather Alerts Water Outages
Last Name:	Smith		1 Weather Alert
Registration Email:	johndsmith@gmail.com		
SMS Txt (10 Digit #):	(812) 333-5555		
Primary Cell Phone:	(812) 333-5555		
Primary Email:	johndsmith@gmail.com		
Home Phone:	(812) 555-5555		
My Locations		Edit	
Home:	131 S Cherry St		