



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

Step 2: Fill in the required fields and click **Register**

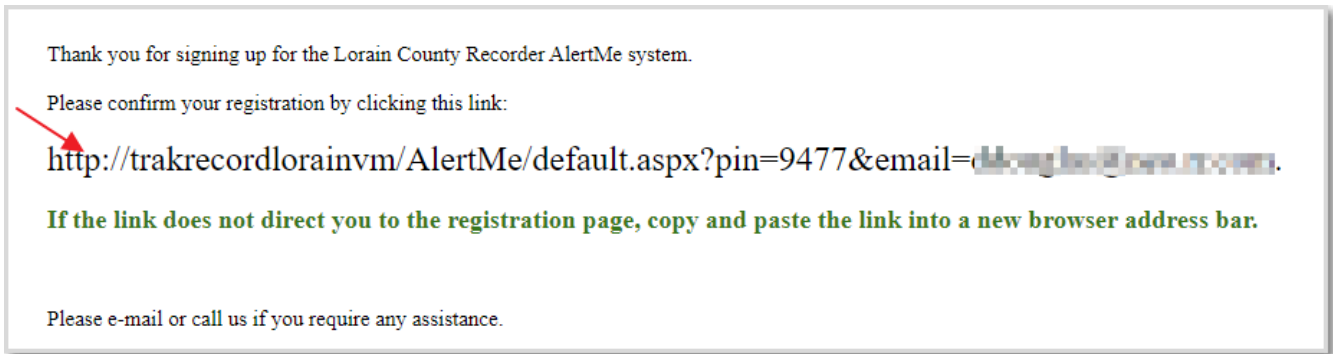
The image shows the AlertMe login page. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" and "Password". Below these fields are buttons for "Log In" (with a question mark icon) and "Forgot password?". Below the "Log In" button, the text "Don't have an account?" is shown, followed by a yellow "Register here" button. A red arrow points to the "Register here" button. At the bottom, there is a note: "For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com".

The image shows the AlertMe registration page. At the top, there is a blue header with a lock icon and the text "Register for AlertMe". Below the header, the text "To register, please complete the below information." is displayed. There are several input fields: two for "Email" (both containing "ddouglas@dts-doc.com"), two for "Name" (containing "John" and "Smith"), one for "Password" (containing "....." and an eye icon), and one for "Text Alerts Optional" (containing "123-456-7890" and a "Verizon" dropdown menu). Below the "Text Alerts Optional" field, there is a yellow "Register" button with a question mark icon. A red arrow points to the "Register" button.

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

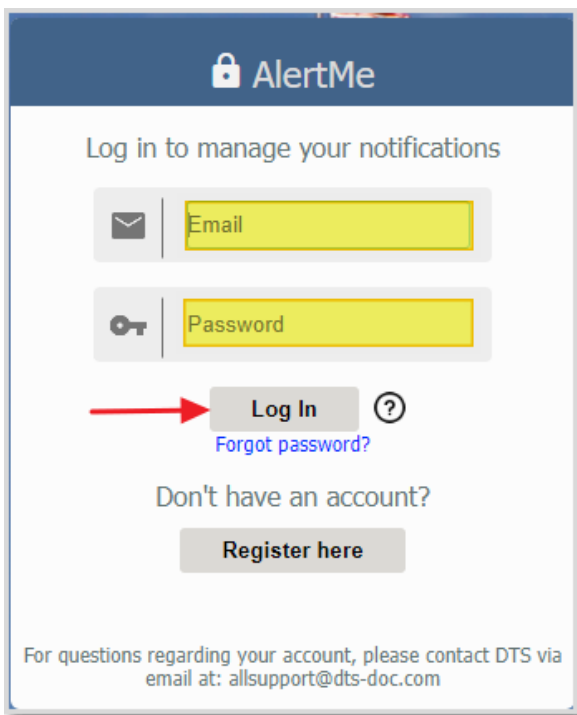
The image shows a success message dialog box. The text inside the box reads: "trakrecordlorainvm says" followed by "User Created. Please check your email for your activation link." Below the text is a blue "OK" button. A red arrow points to the "OK" button.

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.

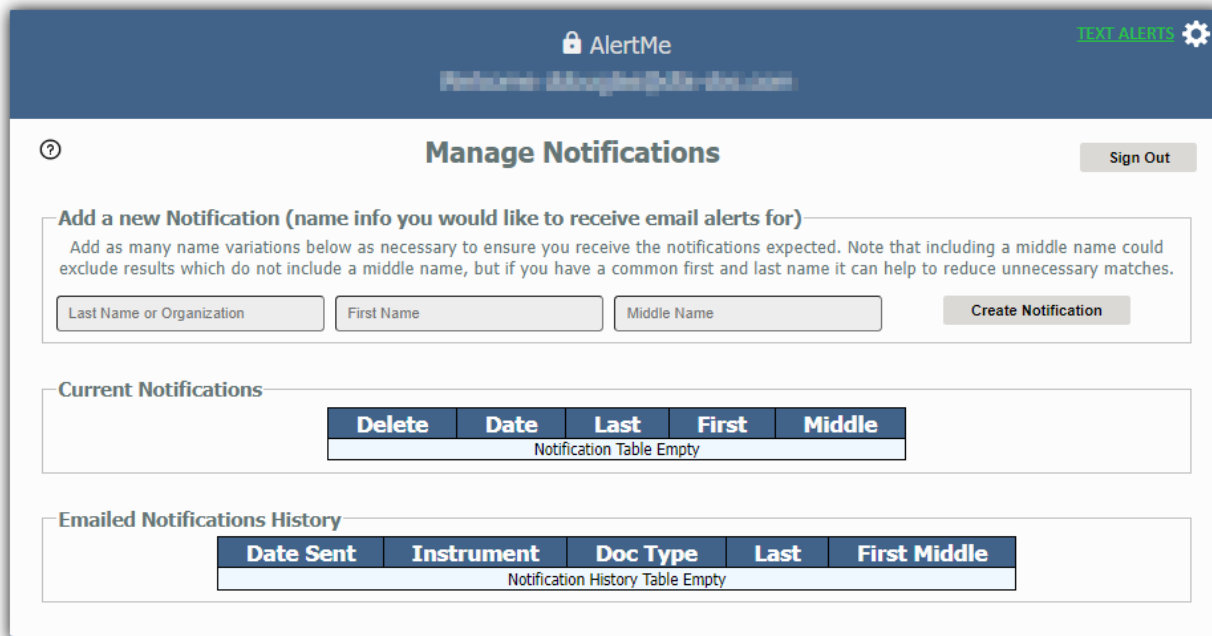


Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

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



Step 6: Upon logging in, you will be directed to the Manage Notifications page.

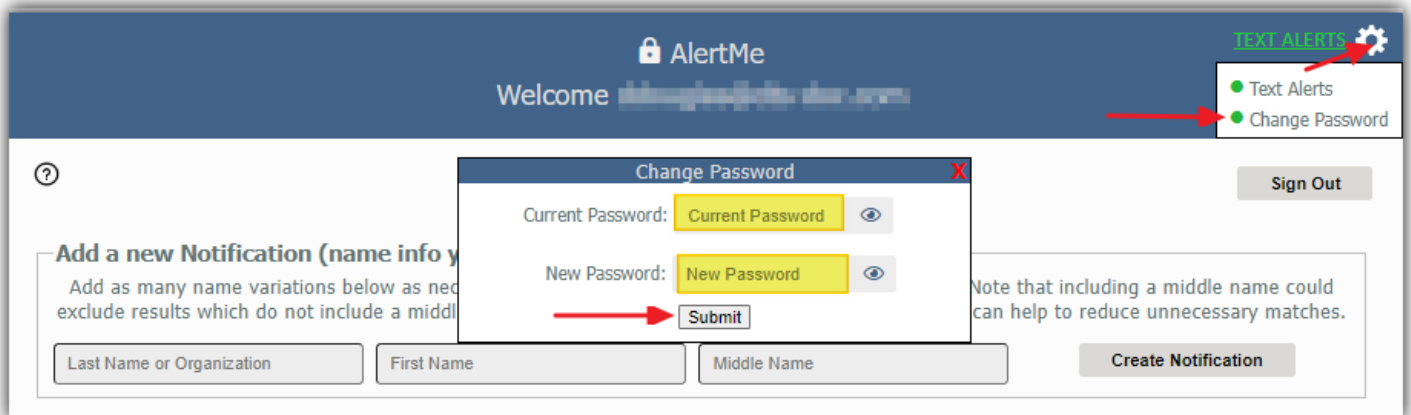


Add a new notification by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

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 Text Alerts gear and selecting **Change Password**. Enter your current password, new password and **Submit**.



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.



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