
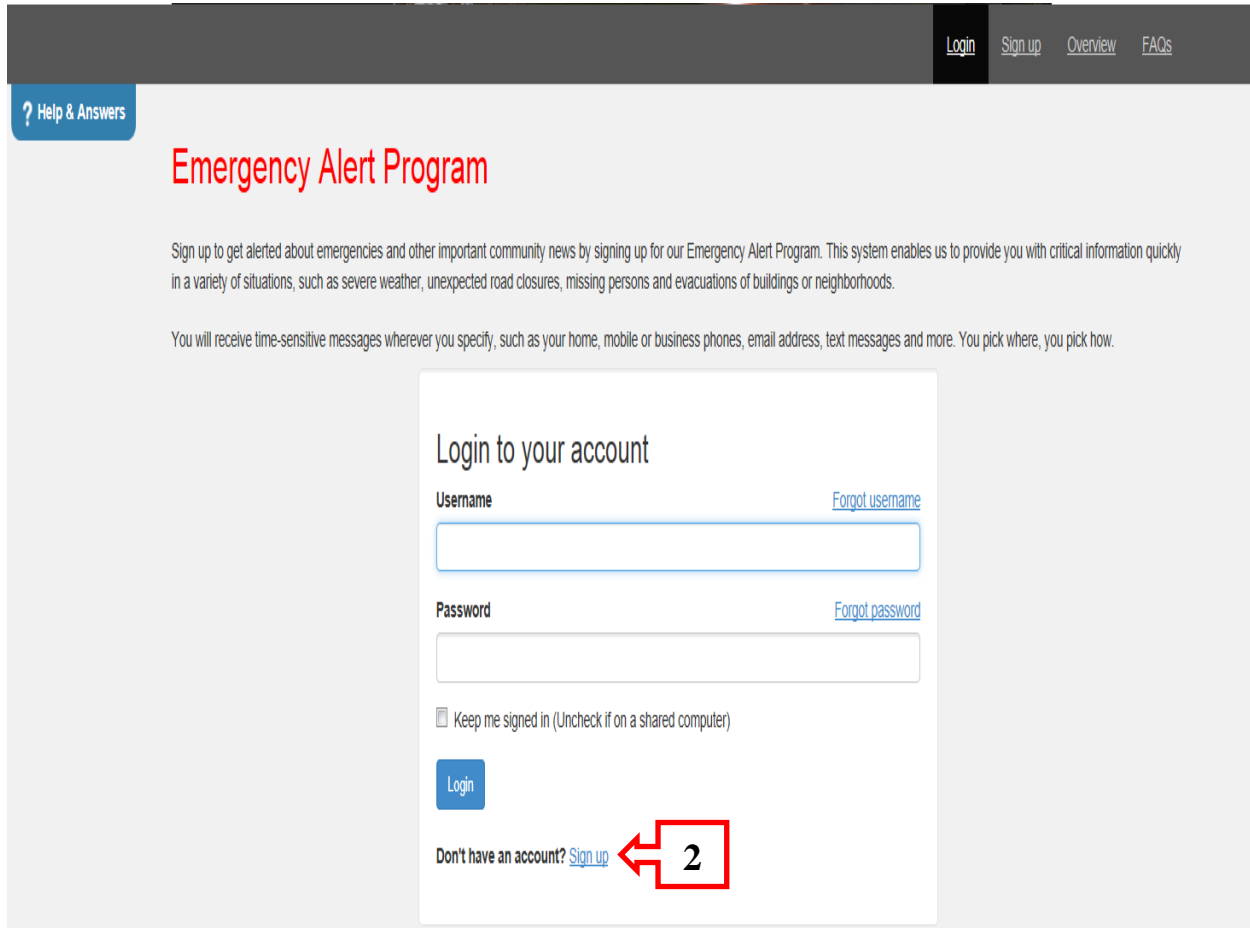


Citizen Alert Sign Up Instructions (Opt-In)

- 1) Go to <https://member.everbridge.net/index/453003085611136#/login> 
- 2) Click on “Sign up” at the bottom of the login screen to create an account.



[Login](#) [Sign up](#) [Overview](#) [FAQs](#)

[? Help & Answers](#)

Emergency Alert Program

Sign up to get alerted about emergencies and other important community news by signing up for our Emergency Alert Program. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.


Login to your account

Username [Forgot username](#)

Password [Forgot password](#)

Keep me signed in (Uncheck if on a shared computer)

[Login](#)

Don't have an account? [Sign up](#) 

- 3) Complete all required sign up information fields (marked with an asterisk).
- 4) Click to check the box next to “I accept the Terms of Use.”
- 5) Click the “Create Your Account” button.

Sign up

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

The sign-up form includes the following fields and instructions:

- * Username:** Southington_citizen. Instruction: Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.
- * First Name:** John
- * Last Name:** Doe
- * Password:** [Redacted]. Instruction: Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to !@#\$%^&*().
- * Confirm Password:** [Redacted]
- * Security Question:** What is the city or town where you met your spouse/significant other? (Dropdown menu)
- * Answer:** Southington
- Registration Email:** bakerj@southington.org

Annotations:

- 3:** A red box with the number 3 and an arrow pointing to the asterisked fields (Username, First Name, Last Name, Password, Confirm Password).
- 4:** A red box with the number 4 and an arrow pointing to the checkbox for "I accept the Terms of Use".
- 5:** A red box with the number 5 and an arrow pointing to the "Create Your Account >" button.

- 6) Verify that your profile information is correct. Make changes, if necessary.
- 7) Complete at least one of the “Here’s how to contact me” fields. If you would like to receive alerts by text message, enter your mobile phone number in the “Personal SMS” field.
- 8) Click the “Save & Continue” button when finished.

The "My Profile" page shows the following information and options:

- Profile Information:** First Name (John), Last Name (Doe), Middle Initials, Suffix, Registration Email (bakerj@southington.org).
- Here's how to contact me:** (Complete at least 1). Move up or down to change the order.
- Contact Options:**
 - 1) Personal Email: bakerj@southington.org
 - 2) Personal SMS: United States, 800-555-1234
 - 3) Personal Mobile: United States, 800-555-4321
 - 4) Home Phone: United States, 800-555-6789
 - 5) Work Phone: United States, 800-555-9876
 - 6) Work Email: citizen@southington.org

Annotations:

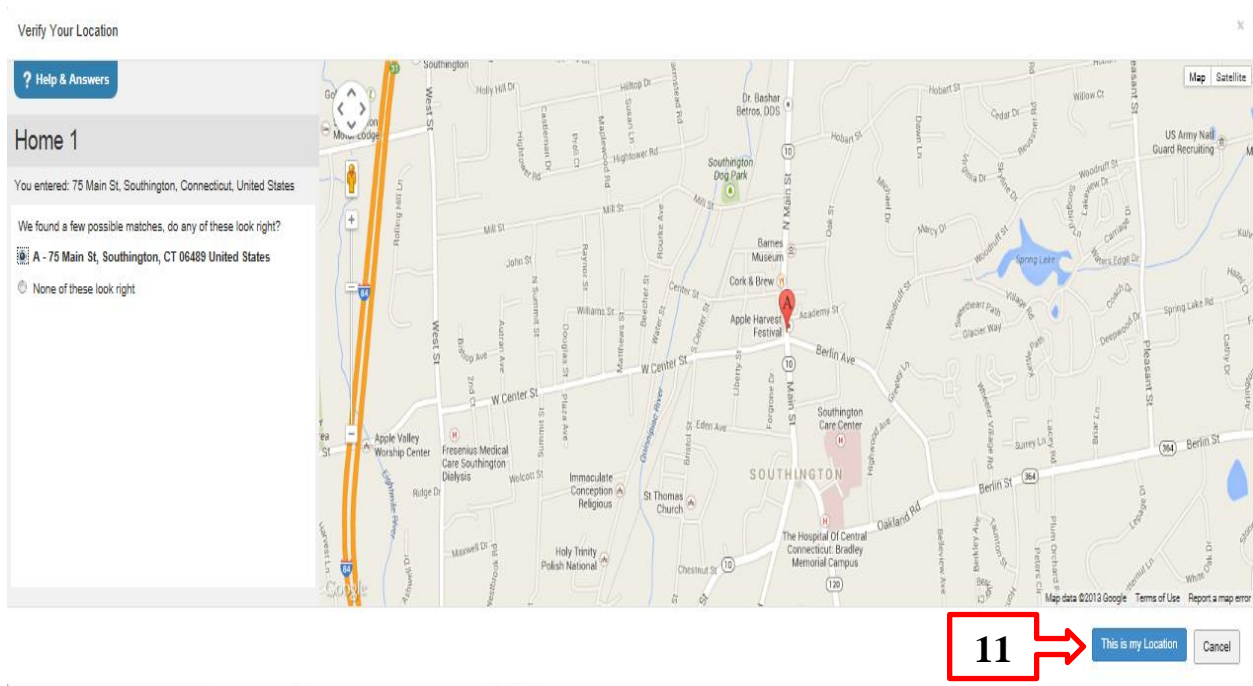
- 6:** A red box with the number 6 and an arrow pointing to the profile information fields.
- 7:** A red box with the number 7 and an arrow pointing to the "Here's how to contact me" section.
- 8:** A red box with the number 8 and an arrow pointing to the "Save & Continue >" button.

9) Enter a Location Name (“Home” is recommended). Complete other fields as applicable.

10) Click the “Verify This Address” button.

The screenshot shows a web interface for adding a location. At the top, there are three tabs: Profile, Locations, and Review. Below the tabs is the heading "My Locations" and a sub-heading "Add a Location". The form contains several input fields: "Location Name" (with "Home" entered), "Country" (with "United States" selected), "Address" (with "75 Main St" entered), "Apt/Suite/Unit", "City" (with "Southington" entered), "State/Province" (with "Connecticut" selected), and "Postal Code" (with "06489" entered). A blue button labeled "Verify This Address" is at the bottom. A red box with the number "9" and an arrow points to the "Location Name" field. Another red box with the number "10" and an arrow points to the "Verify This Address" button.

11) A new window will open showing your location based on the information that you supplied. If the location appears to be correct, click the “This is my location” button.



12) Add another location, if desired, or click the “Save & Continue” button.

Profile > Locations > Review

My Locations

We will use the location information you provide to inform you about events taking place in your area.

Location Name	Address	
Home	75 Main St	Edit Delete

+ Add Another Location

Save & Continue >

13) Review your profile & location information. Edit if necessary. If all information appears to be correct, click the “Finish” button.

Profile > Locations > Review

Review the information you entered

You will be able to edit it any time.

My Profile

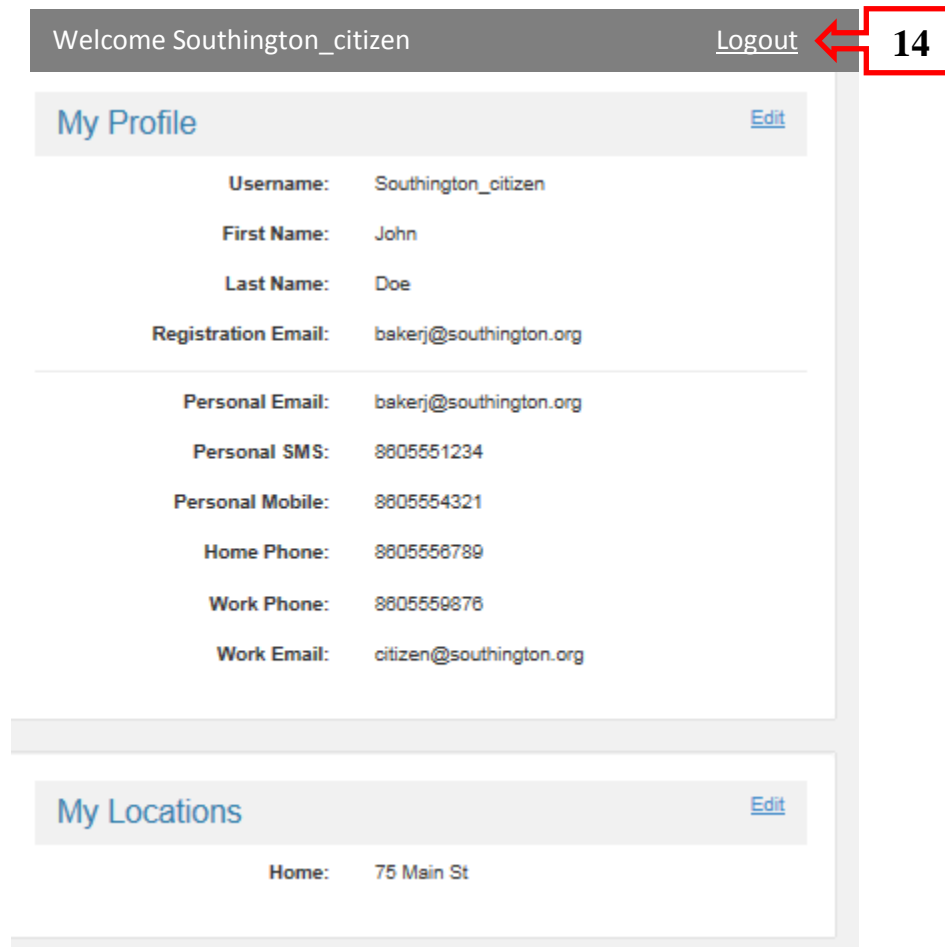
Username: Southington_citizen
First Name: John
Last Name: Doe
Registration Email: bakerj@southington.org
Personal Email: bakerj@southington.org
Personal SMS: 8805551234
Personal Mobile: 8805554321
Home Phone: 8805556789
Work Phone: 8805556876
Work Email: citizen@southington.org

My Locations

Home: 75 Main St

Finish

14) Your account has now been created. If no further edits are necessary, click on the “Logout” link at the top of the page. You may return to this website at any time to login and review and/or edit your information.



The screenshot shows a user interface for a citizen profile. At the top, a dark grey bar contains the text "Welcome Southington_citizen" on the left and a "Logout" link on the right. A red box with the number "14" and a red arrow points to the "Logout" link. Below this bar is a "My Profile" section with an "Edit" link. The profile information is as follows:

Username:	Southington_citizen
First Name:	John
Last Name:	Doe
Registration Email:	bakerj@southington.org

Personal Email:	bakerj@southington.org
Personal SMS:	8805551234
Personal Mobile:	8805554321
Home Phone:	8805556789
Work Phone:	8805559876
Work Email:	citizen@southington.org

Below the profile section is a "My Locations" section with an "Edit" link. It contains one location:

Home:	75 Main St
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If you no longer wish to receive alerts from the Town of Southington, contact bakerj@southington.org and ask to have your profile deleted.