



## AlertMe User Guide

### NEW USERS

Step 1: Click **Register here**

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

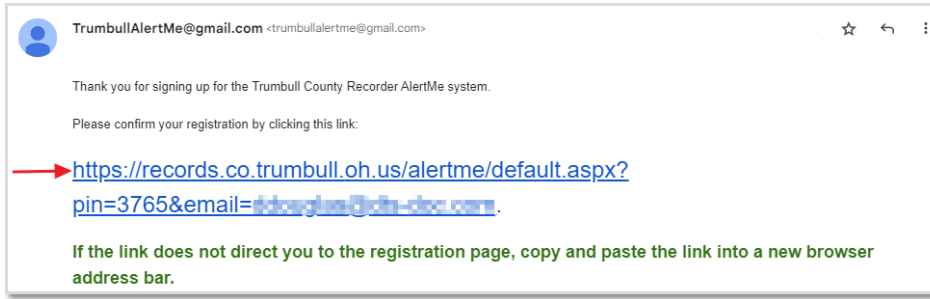
The image shows the AlertMe login page. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" and "Password". Below these fields is a "Log In" button with a question mark icon, and a link "Forgot password?". Below that is the text "Don't have an account?". A red arrow points to a yellow "Register here" button. At the bottom, there is a footer with the text "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 a visibility icon), and one for "Text Alerts Optional" (containing "123-456-7890" and a "Verizon" dropdown menu). A red arrow points to a yellow "Register" button with a question mark icon.

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.

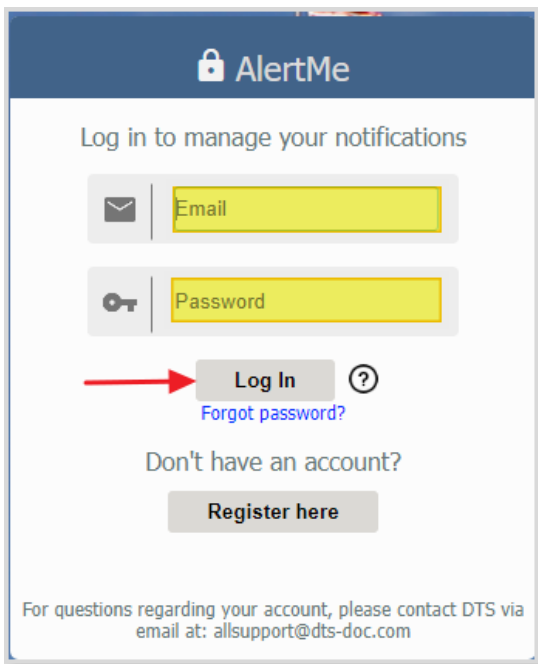
The image shows a success message dialog box. The text inside the box reads "records.co.trumbull.oh.us says" followed by "User Created. Please check your email for your activation link." A red arrow points to a blue "OK" button.

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.

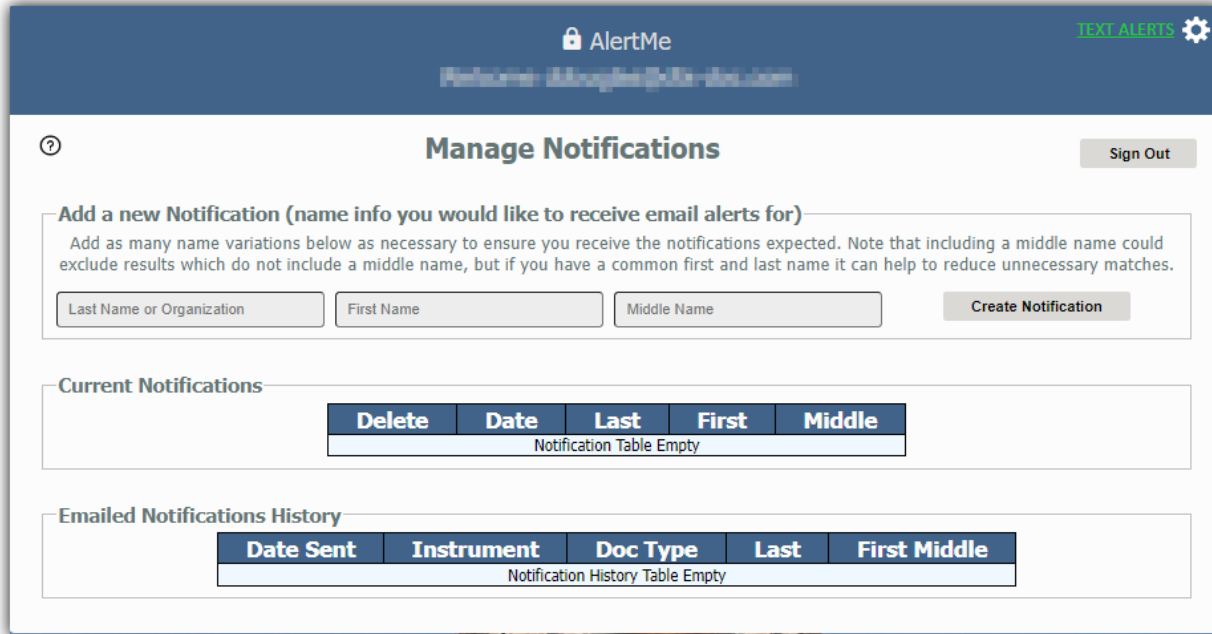


**Note:** If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

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.

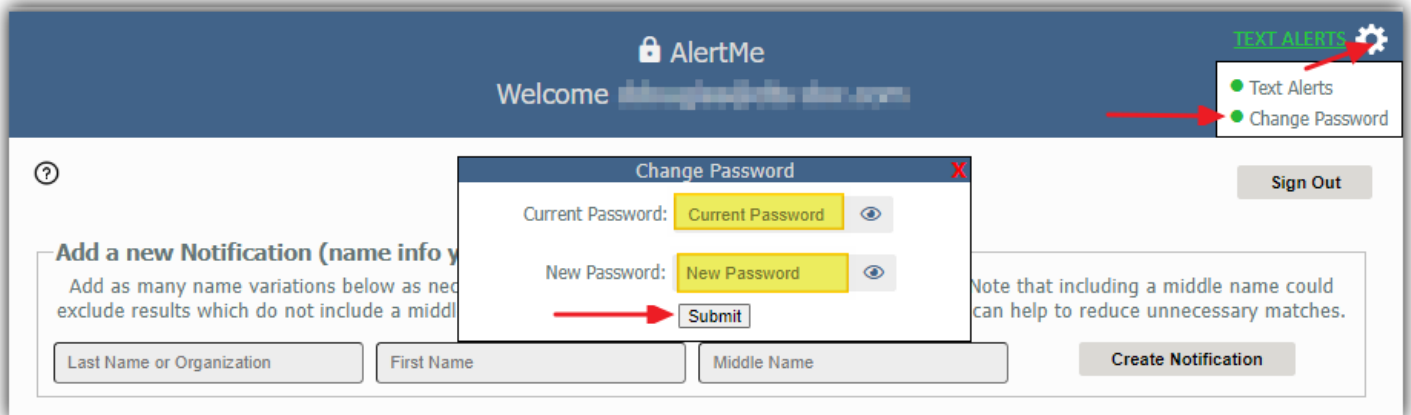


**Add a new notification** by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

**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**.

The screenshot shows the AlertMe user interface. At the top right, there is a 'TEXT ALERTS' link with a gear icon, indicated by a red arrow. Below the header, there is a 'Sign Out' button. The main content area is titled 'Add a new Notification (name info y' and includes a note: 'Add as many name variations below as need exclude results which do not include a middl'. Below this are input fields for 'Last Name or Organization', 'First Name', and 'Middle Name', followed by a 'Create Notification' button. A pop-up window titled 'Enter your phone number to receive text alerts' is overlaid on the form. It contains a 'Phone Number' field with a yellow highlight, a 'Carrier' dropdown menu set to 'Verizon', and a 'Submit' button, with a red arrow pointing to the button. Below the form, there are two empty tables: 'Current Notifications' with columns 'Delete', 'Date', 'Last', 'First', 'Middle' and 'Emailed Notifications History' with columns 'Date Sent', 'Instrument', 'Doc Type', 'Last', 'First Middle'. Both tables show 'Notification Table Empty' and 'Notification History Table Empty' respectively.

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.