## Introduction

- Alert Marin is the system public safety officials in Marin use to notify the public of serious situations which require some sort of protective action such as evacuation for a large fire and shelter in place for a chemical spill.
- This Job Aid is intended to guide people who have registered in the AlertMarin public alert & warning system through the process of adding or updating the location(s) they would like to be alerted for.
- The AlertMarin system will allow each user to register up to five different locations (e.g. home and work addresses, spouse or partner's work, children's schools, relatives, etc).
  - If you have any questions or need additional assistance:
    - Email <u>alert.marin@marinsheriff.org</u> or
    - o Call the Marin Sheriff's Office, Office of Emergency Services at 415-473-6584

## Login to your AlertMarin Account

• Go to <u>www.alertmarin.org</u>, scroll down to the box which says LOGIN under AlertMarin Emergency Notification Registration (see Figure 1Error! Reference source not found.)



Figure 1: Accessing login

- That will take you to the webpage where you will input your username and password (see Figure 2)
- NOTE: the username IS case sensitive, which is unusual
- If needed, there are options to recover / reset a lost username and password

		Username IS case sensitive
Login to your account		
Username	<u>Forgot username</u>	
User Name		
Password	Forgot password	
Password		
Keep me signed in (Uncheck if on a shared computer	)	
Login		
Don't have an account? Sign up		
Powered by <i>mever</i> bridge <sup>*</sup> Terms of Use	Privacy Policy	
Please be advised that our Terms of Use have changed ef	fective February 10, 2015.	
© 2018 Everbridge, Inc. 8.8.0.38-2018-1	0-11-11:15	







- Once you have successfully logged in, you will see a screen with your profile, including username, name, and selected contact mechanisms (text & cell phone numbers, landline numbers, email addresses), locations you will be alerted for, and an option to send you a test alert on all your selected devices (see Figure 3)
- Note that cell phone numbers should be listed twice: once as TEXT and once as Mobile Phone

IVIY PTOTILE Username: * First Name: * Last Name: * Registration Email: * Delet Personal E-mail: * Business Phone: * Mobile Phone #1: * TEXT#1 (10 Digit #): * Business E-mail: * ContactBridge App: *	**************************************	Edit	Click Edit to add / change devices you want to receive alerts on rt Subscriptions County Notification Types > Send me the following: Emergency Alerts Non-Emergent Information	Edi
I'm not a rol Send T	bot reCAPTCHA Prices **ema		Send yourself a test notification, if desired	
My Locations		Edit	Click Edit to add or chance list of	

Figure 3: Account information screen

- To add, delete, or modify locations you will be alerted for, click the appropriate link to the right of the location
- You will now see a screen titled My Locations at the top. Each account can include up to five different locations. There must be at least one. (see Figure 4)

My Locations We will use the location information you provide to inform you about events taking place in your area.			
Location Name	Address		
Work	1600 Los Gamos Dr #200	Edit Delete View on Map	
+ Add Another Location			

Figure 4: My Locations screen

• For each location, you will need to provide the indicated information, then click Verify this Address. (see Figure 5)

Location Name	Address	
Work	1600 Los Gamos Dr #200	Edit Delete View on Map
Add a Locatior	I	
* Location Name	Redwood High School	
* Country	United States	, click
*Address	395 Doherty Dr	onthen
Apt/Suite/Unit		cormationess
City	San Rafael	ion into his Au
State/Province	California	in local verify
Postal Code	94939	Fill I

Figure 5: Location entry

• A map will then popup with one or more locations listed. Click the circle next to the correct location or click None of These Looks Right as appropriate then click This Is My Location (see Figure 6).



Figure 6: Verifying location

• If none of the indicated locations is correct, the system will allow you to drag the red location icon to a different location. When the icon is in the correct location, click This Is My Location (see Figure 7)



Figure 7: Dragging location icon to a new location, if necessary

• Repeat the above as needed until you have all the desired locations listed (see Figure 8)

Wy LOCATIONS We will use the location information you provide to inform you about events taking place in your area.				
Location Name	Address			
Work	1600 Los Gamos Dr #200	Edit Delete View on Map		
Redwood High School	395 Doherty Dr	Edit Delete View on Map		
+ Add Another Location				

Figure 8: Full list of locations

• When you are finished, click logout (see Figure 9)

	OFFICE OF I SHERIFF-COROL MARIN COUNT	ROBERT T. DOYLE NER Y			
Welcome wcohn@yahoo.com Logo				<u>Home N</u>	otifications Overview FAQs
? Help & Answers					Select Language
	My Locations We will use the location information yo	u provide to inform you about events taking place i	n your area.		
	Location Name	Address			
	Work	1600 Los Gamos Dr #200	Edit Delete View on Map		
	Redwood High School	395 Doherty Dr	Edit Delete View on Map		
	+ Add Another Location				

Figure 9: Logout