AlertMarin – *Updating your Location*

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 alert.marin@marinsheriff.org or
  - Call the Marin Sheriff's Office, Office of Emergency Services at 415-473-6584

Login to your AlertMarin Account

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

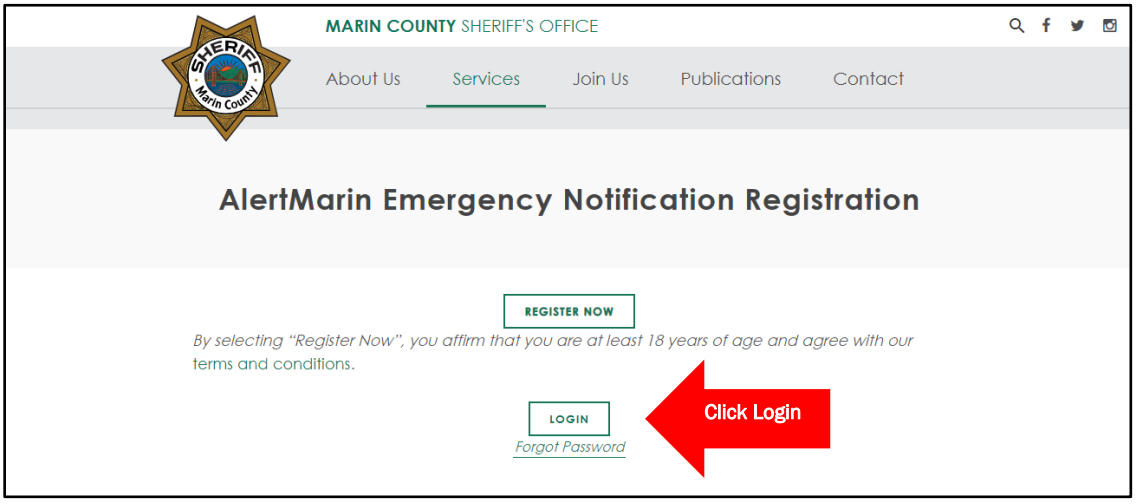

Figure 1: Accessing login

- 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

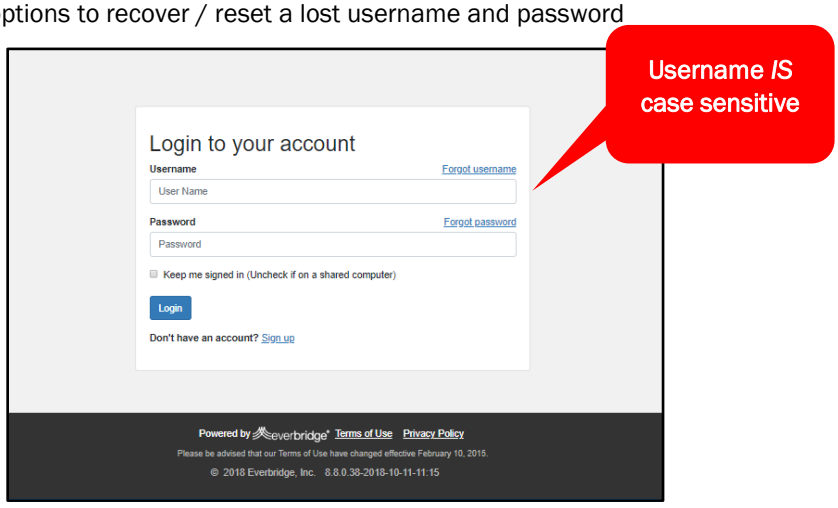

Figure 2: Login screen

- 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

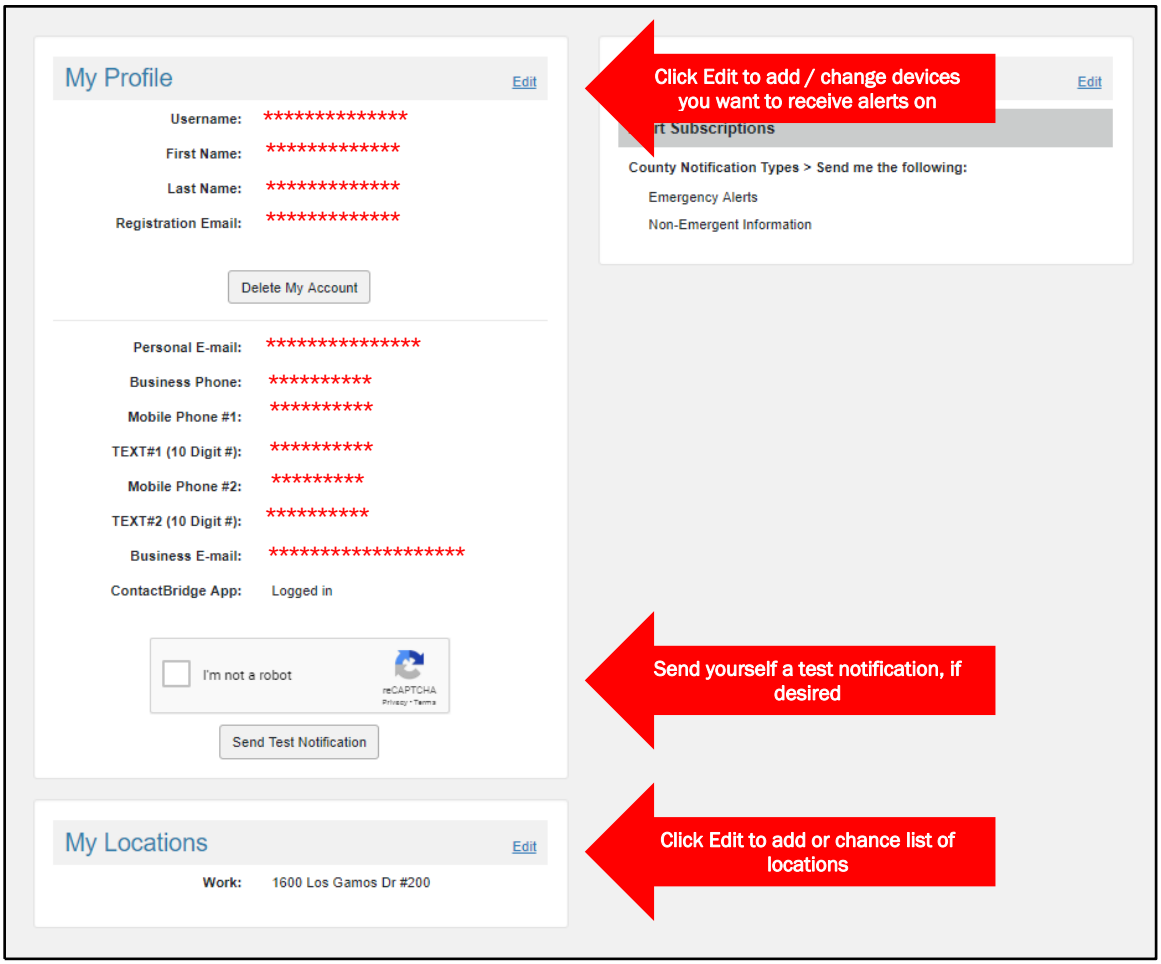

Figure 3: Account information screen

- 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)

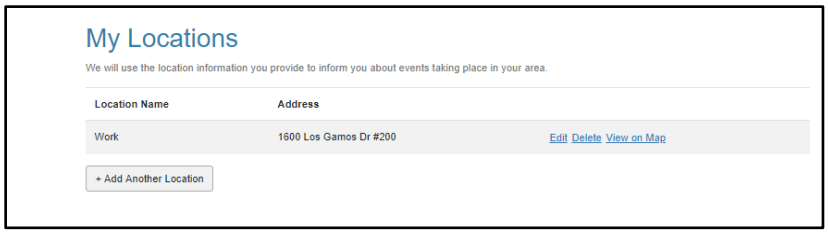

Figure 4: My Locations screen

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

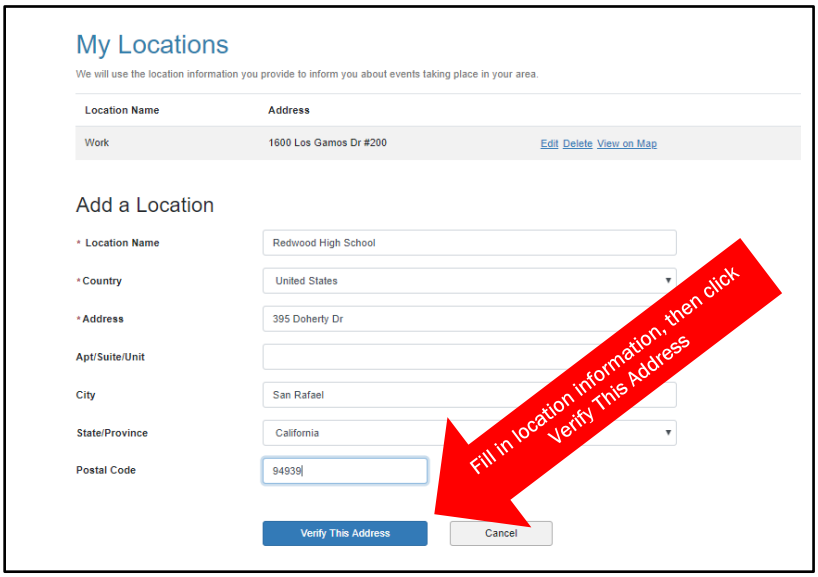

Figure 5: Location entry

- 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)

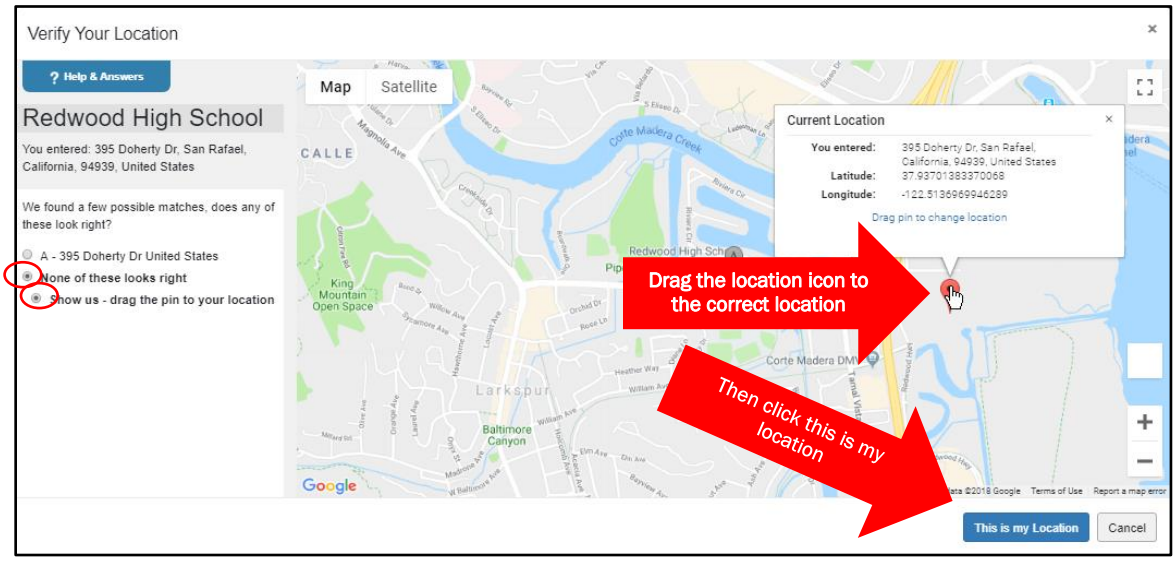

Figure 7: Dragging location icon to a new location, if necessary

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

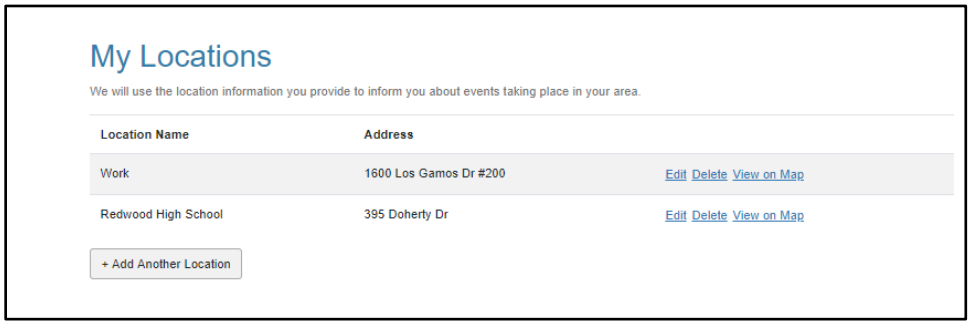

Figure 8: Full list of locations

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

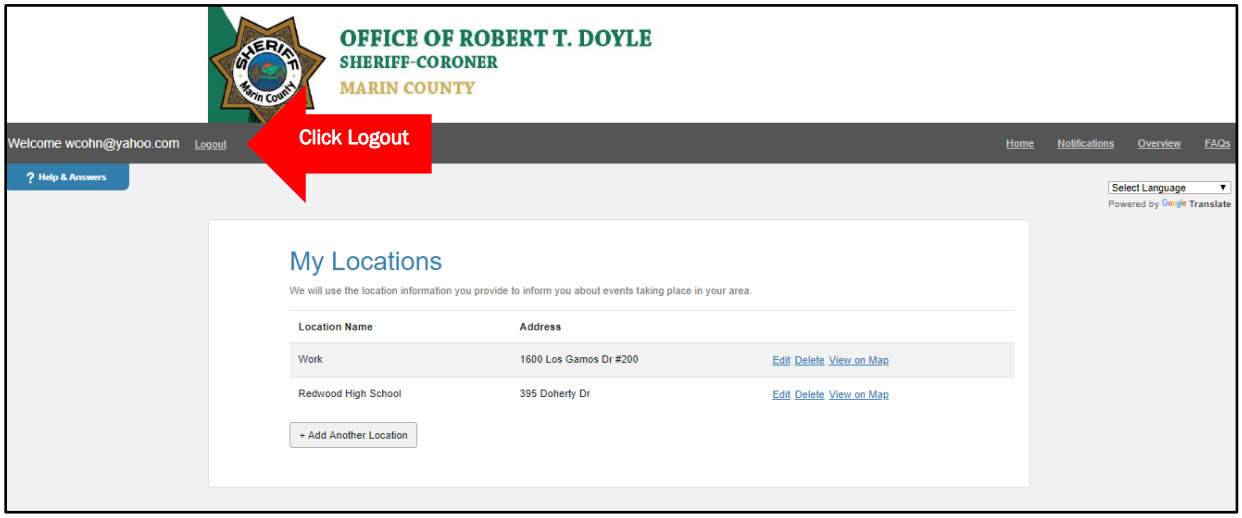

Figure 9: Logout