



## AlertMe User Guide

### NEW USERS

**Step 1:** Click **Register here**

The image shows the AlertMe login page. At the top, it says "AlertMe" with a lock icon. Below that, it says "Log in to manage your notifications". There are two input fields: "Email" and "Password". Below the password field 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?" and a yellow "Register here" button. A red arrow points to the "Register here" button. At the bottom, there is a footer: "For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com".

**Step 2:** Fill in the required fields and click to **Register**  
Text alerts are optional.

The image shows the AlertMe registration page. At the top, it says "Register for AlertMe" with a lock icon. Below that, it says "To register, please complete the below information.". There are several input fields: two for email addresses, two for first and last names ("John" and "Smith"), a password field with a strength indicator and an eye icon, a "Text Alerts Optional" section with a phone number field (123-456-7890) and a carrier dropdown menu (Verizon), and a "Register" button with a question mark icon. A red arrow points to the "Register" button. Below the registration fields, there is a link "Do you already have an account?" and a "Log In here" button.

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

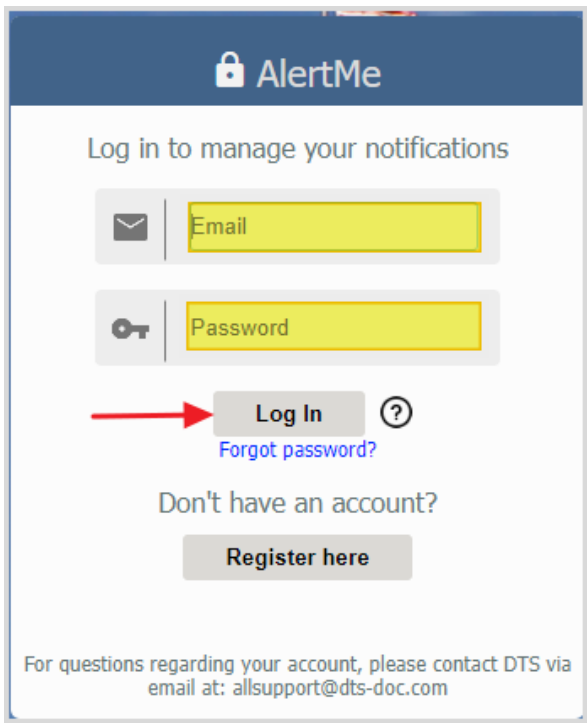
The image shows a success message dialog box. It says "adams.dts-oh.com says" and "User Created. Please check your email for your activation link.". There is a blue "OK" button. A red arrow points to the "OK" button.

**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 per Step 5.



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

Example 1

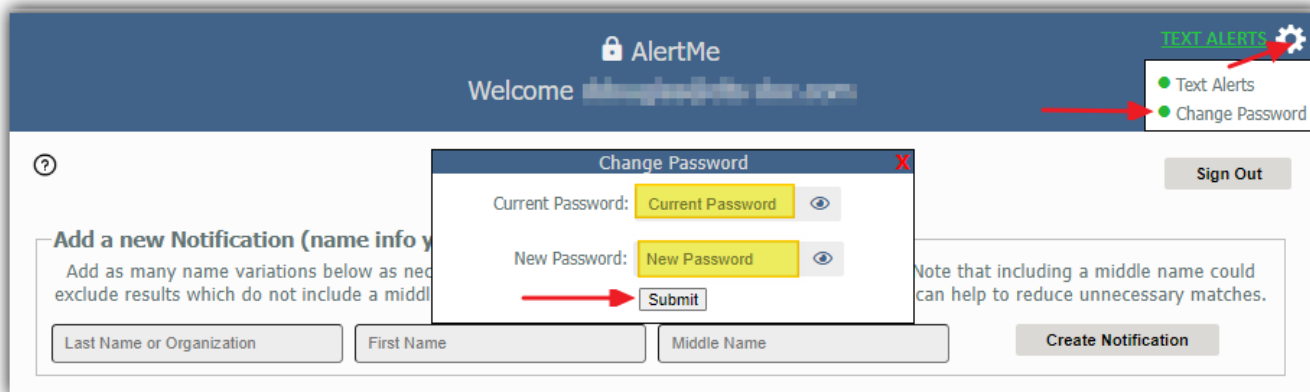
Example 2

Delete	Date	Last	First	Middle
X	2025/07/16	Smith	Richard	James

**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 Gear icon and selecting **Change Password**. Enter your current password, new password and **Submit**.



You will receive a pop-up confirmation that the password has been updated.

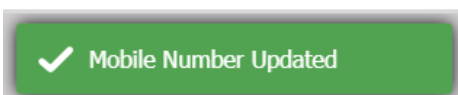


Select the  to return to the main screen.

**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.



Select the  to return to the main screen.

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