



## AlertMe User Guide

### NEW USERS

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

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

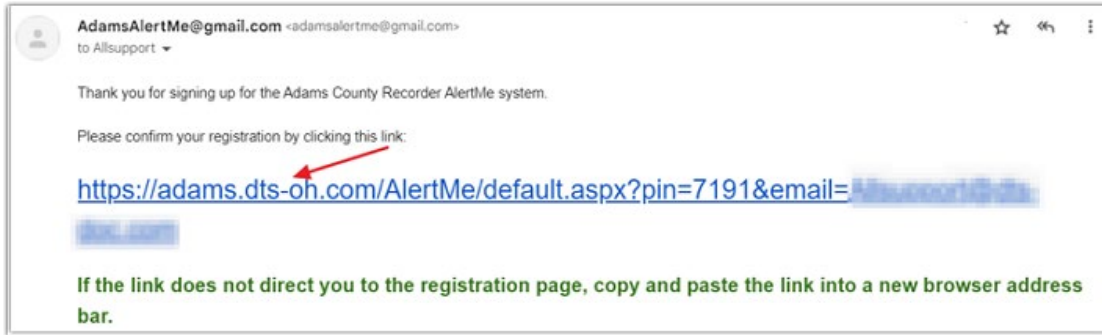
The image shows the AlertMe login page. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" and "Password". Below these fields is a "Log In" button with a question mark icon, and a link "Forgot password?". Below that is the text "Don't have an account?" and a yellow "Register here" button. A red arrow points to the "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, one for first name "John", one for last name "Smith", and one for password with a question mark icon and a visibility toggle. Below these fields is a yellow "Register" button with a question mark icon. A red arrow points to the "Register" button. Below the registration fields is the text "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.

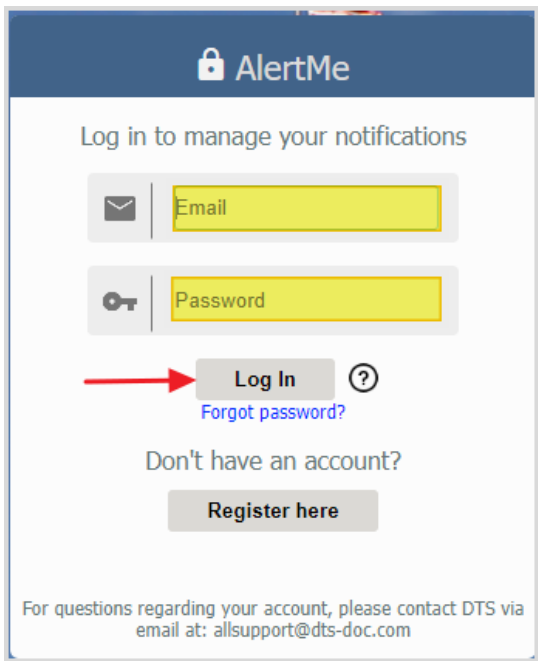
The image shows a success message in a white box with a grey border. The text reads "adams.dts-oh.com says" followed by "User Created. Please check your email for your activation link." Below the text is a blue "OK" button. A red arrow points to the "OK" button.

**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.

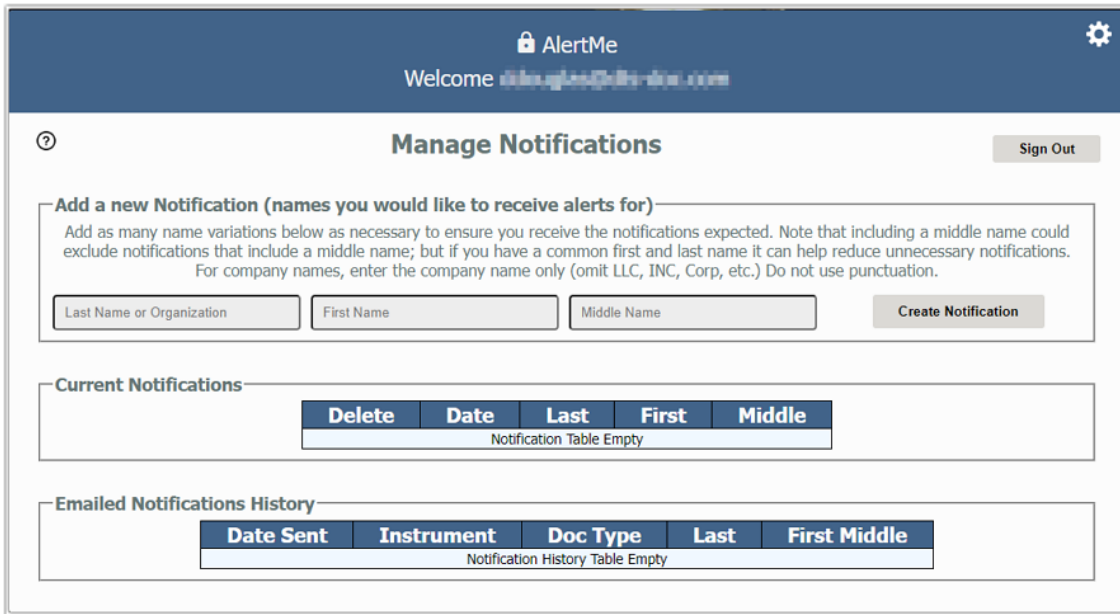


**Note:** If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

**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.

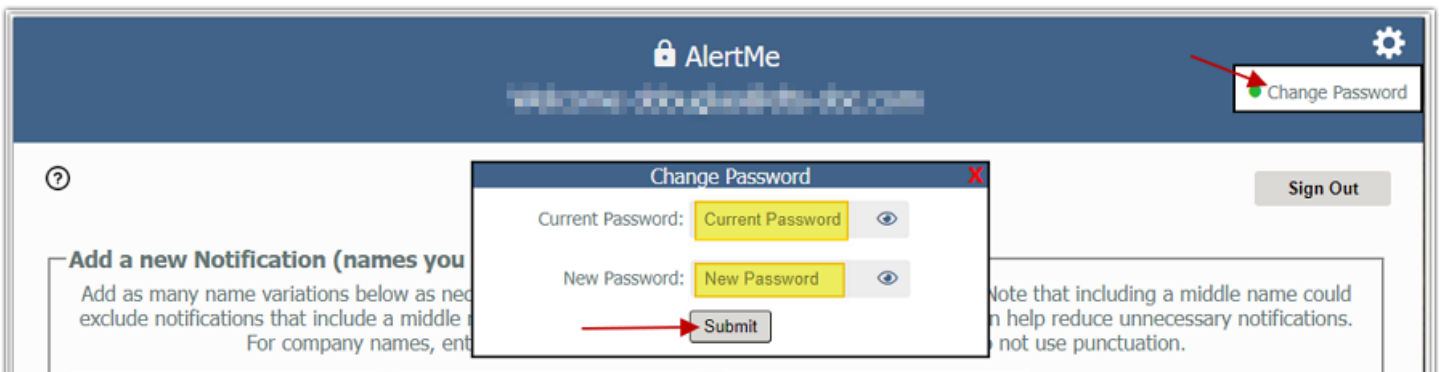


**Add a new notifications** by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

**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 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.

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