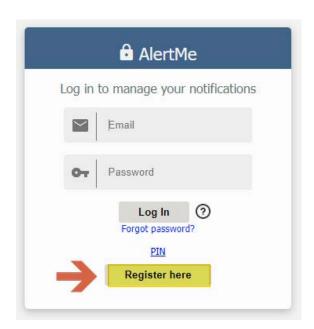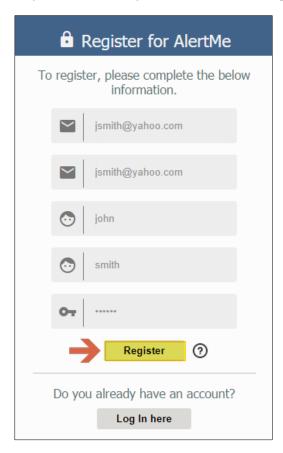NEW USERS

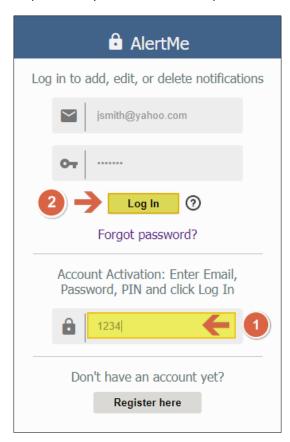Step 1: Click *Register here*   Step 2: Fill in the required fields and click *Register*

Step 3: You will receive the below message if the user was created successfully. Click *OK* and proceed to your email Inbox or Spam folder to retrieve the PIN sent to finalize the registration process. Once you have the pin, proceed to Step 4.

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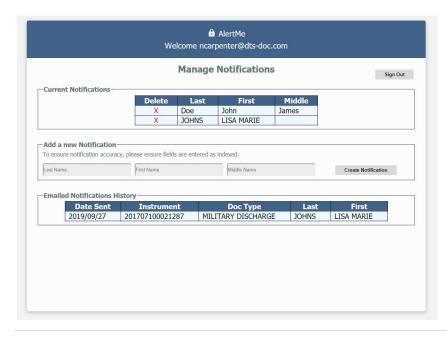Step 4: Enter your email address, password and pin and click *Log In*

Step 5: Upon logging in you will set the *Manage Notifications* page.

Current Notifications displays the active notifications you will be emailed about. (This table will be empty for new users.)

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

Emailed Notifications History section displays email alerts history previously sent.

On the notifications page, you will see the "Current notifications" table at the top. This is a table that contains all of the active notifications for your account. (On new accounts, this table will be empty.) Below the notifications table is the "Add a new Notification" table. This is where a user can type in the last, first, and middle names that the user would like to be notified on. Clicking "Create Notification" will submit these criteria, which will then be stored in the database.

Below the "Add a new Notification" table is the "Emailed Notifications History" table. This table lists all of the

notifications sent to the user's e-mail that is registered with that user's AlertMe account. On the "Emailed Notification History" table, after receiving an e-mail alert, an entry will show up here with the Date Sent, the Instrument Number you were notified for, the Doc Type of the instrument, the Last Name, and the First Name.

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