



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

The image shows the AlertMe login page. At the top, there is a blue header with the AlertMe logo. Below the header, the text reads "Log in to manage your notifications". There are two input fields: "Email" and "Password". Below these fields is a "Log In" button with a question mark icon, and a link for "Forgot password?". Below that is a link for "PIN". At the bottom, there is a yellow "Register here" button with a red arrow pointing to it from the left.

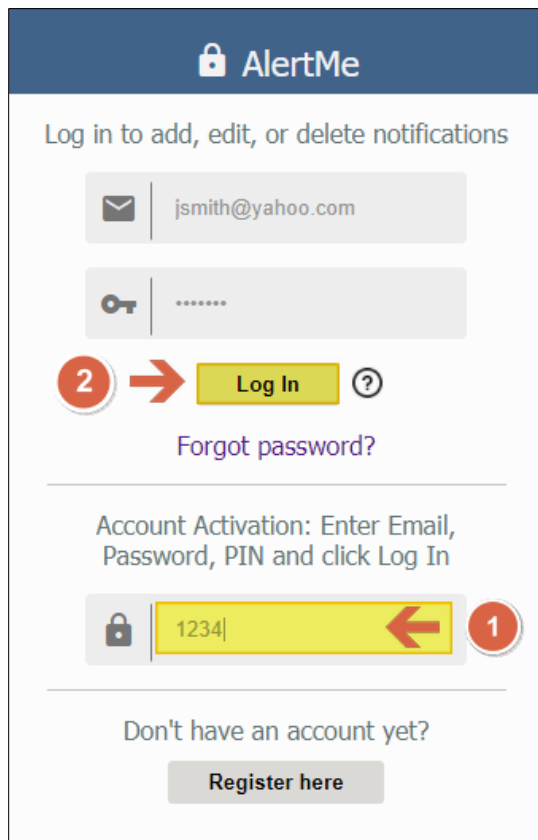
Step 2: Fill in the required fields and click **Register**

The image shows the AlertMe registration page. At the top, there is a blue header with the text "Register for AlertMe". Below the header, the text reads "To register, please complete the below information." There are five input fields: two for "Email" (both containing "jsmith@yahoo.com"), one for "First Name" (containing "john"), one for "Last Name" (containing "smith"), and one for "Password" (containing "....."). Below these fields is a yellow "Register" button with a red arrow pointing to it from the left and a question mark icon. Below the registration form is a link for "Log In here" with the text "Do you already have an account?" above it.

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.

The image shows a success message dialog box. The text inside the box reads "User Created. PIN email successfully sent. Please check your Inbox and spam folder." At the bottom right of the box is a blue "OK" button.

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



The image shows a mobile application interface for 'AlertMe'. At the top, there is a blue header with a white padlock icon and the text 'AlertMe'. Below the header, the text 'Log in to add, edit, or delete notifications' is displayed. There are two input fields: the first contains an email address 'jsmith@yahoo.com' with an envelope icon on the left; the second contains a password represented by dots with a key icon on the left. Below these fields is a yellow 'Log In' button with a red arrow pointing to it from a red circle containing the number '2'. To the right of the button is a question mark icon. Below the button is a link that says 'Forgot password?'. A horizontal line separates this section from the 'Account Activation' section. The 'Account Activation' section has the text 'Account Activation: Enter Email, Password, PIN and click Log In'. Below this is a PIN input field containing '1234|' with a red arrow pointing to it from a red circle containing the number '1'. Below the PIN field is the text 'Don't have an account yet?' and a grey button labeled 'Register here'.

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

AlertMe
Welcome jsmith@yahoo.com

Manage Notifications Sign Out

Current Notifications

Delete	Date	Last	First	Middle
Notification Table Empty				

Add a new Notification
To ensure notification accuracy, please ensure fields are entered as indexed.

Emailed Notifications History

Date Sent	Instrument	Doc Type	Last	First Middle
Notification History Table Empty				

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.

AlertMe
Welcome ncarpenter@dts-doc.com

Manage Notifications Sign Out

Current Notifications

Delete	Last	First	Middle
X	Doe	John	James
X	JOHNS	LISA MARIE	

Add a new Notification
To ensure notification accuracy, please ensure fields are entered as indexed.

Emailed Notifications History

Date Sent	Instrument	Doc Type	Last	First
2019/09/27	201707100021287	MILITARY DISCHARGE	JOHNS	LISA MARIE

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.