

ENROLLMENT

STAY INFORMED!
REGISTER FOR CODERED ALERTS.
IT'S EASY AND QUICK TO ENROLL

AGENCY LOGO

STEP 1 - GO TO REGISTRATION PAGE

VISIT

Insert URL

OR

TEXT THE FOLLOWING KEYWORD TO 24639

Insert KEYWORD

STEP 2 - CREATE PROFILE

A — The fastest and easiest way is to sign in via SSO with your **Google, Facebook, or X** account. If using SSO, proceed to Step 3 after completing the sign-in process.

OR

B — Click **REGISTER** to set up a new profile. This will take you to Steps 2.1 & 2.2

STEP 2.1 - FILL IN YOUR DETAILS

- Add your details on the **Create an Account** form.
- Tick the privacy statement and the CAPTCHA boxes.
- Click **NEXT** to continue (the button will turn blue when all fields are complete - all fields are mandatory).

STEP 2.2 - ENTER VERIFICATION CODE

A — Select your Preferred Contact Method to receive the verification code (this is not for receiving Alerts – just the code).

B — Enter the code you received and click **NEXT**.

STEP 3 – ADD YOUR ALERT PREFERENCES AND LOCATION

Follow the instructions to complete sections, A, B, and C, and then hit **SAVE** to finalize your enrollment.

Please note that the details on this page may differ, depending on how it was set up by your community.

The screenshot shows a registration form with the following sections:

- Personal Details:** Includes fields for First Name (John), Middle Name (Enter middle name), Last Name (Smith), Language (English (US)), and Time Zone ((-05:00) Eastern (N. America)).
- Device Details:** Labeled 'A', it contains a Home Phone field (+1-555 555 5555) and an 'Add Device' button.
- Location Details:** Labeled 'B', it contains an Address 1 field (185 Admiral Cochrane Drive, Annapolis, Maryland, 21401, United States) and buttons for 'Add ADDRESS 2', 'Add ADDRESS 3', and 'Add ADDRESS 4'.
- Groups:** Labeled 'C', it contains a 'Community Notifications' checkbox which is checked.

At the bottom of the form, there are buttons for 'DEACTIVATE', 'SIGN OUT', and 'SAVE'. The 'SAVE' button is highlighted with a red box and an arrow pointing to it from the text below.

IMPORTANT: AFTER COMPLETING THE STEPS, CLICK **SAVE** TO FINALIZE YOUR REGISTRATION.

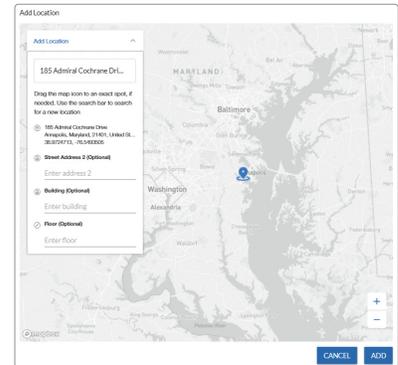
ONCE YOU HAVE CLICKED **SAVE**, THE PROCESS IS COMPLETE. YOU WILL BE NOTIFIED BY YOUR SELECTED DELIVERY METHODS SHOULD ANY ALERTS BE ISSUED.

A — DEVICE DETAILS

- Click **Add Device**
- Select the Device Type; choose between **SMS**, **Voice**, and **Email** and add the respective details required to receive Alerts by that method.
- If you would like to limit who can see your contact details in CodeRED, turn the **Privacy** switch on.
- Click **ADD** to save the entry.
- You will see it appear on your **main dashboard**.
- **Repeat the process** to add other delivery methods and/or other devices.

B — LOCATION DETAILS

- Click **Add ADDRESS**
- Use the map to find your location or use the **Add Location** dropdown on the top-left to open a search box and type in your address (If the pin is not exactly on your location, you can move it manually for precise positioning).
- Click **ADD** to save the entry.
- **Repeat the process** to add other locations.



C — GROUPS

These may show **additional optional communications** on offer in your locality.

- **Select the respective boxes** to receive those messages.

