A STEP-BY-STEP GUIDE TO CREATING

AN everbridge™ ACCOUNT

STEP 1: Click https://member.everbridge.net/354871672832268/login

STEP 2: CLICK ON ONE OF THE HIGHLIGHTED "SIGN UP" LINKS ON THE WEBSITE

Create Your Account

All fields marked with * are required.

First Name *

Last Name *

Username *

Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.

Password *

Show

Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # $ % ^ & * ( )

Security Question

What is the city or town of your birth? ⌄

Answer *

Location Information

Please enter your primary location information. Additional locations can be added in a later step.

Location Name

Address

Apartment / Suite / Unit

City

State / Province

Please select... ⌄

STEP 4: FILL-IN THE REMAINING INFORMATION

Postal Code

Country / Region

United States

STEP 5: CLICK "VERIFY THIS ADDRESS"

Verify This Address

STEP 6: FILL IN INFORMATION FOR ALL METHODS YOU WISH TO RECEIVE NOTIFICATIONS

Contact Information

These are your primary delivery methods. Additional delivery methods may be requested in later pages.

Complete at least 1 contact information.

Email Address

Cell Text

Country / Region

United States

Cell Text Number

Cell Call
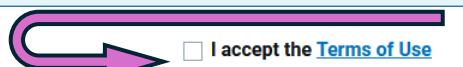
Country / Region

United States

Cell Call Number

ℹ️ **Please Note**

By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt out.

☐ I accept the **Terms of Use**

STEP 7: CLICK THE CHECK BOX

Create Account

STEP 8: CLICK "CREATE ACCOUNT"

HUNTINGDON

TOWNSHIP

POLICE

? Help & Answers

Language: [Select Language ▼]

Powered by Google Translate

STEP 9: Click My Subscriptions (Edit)

Home

My Profile (Edit)	My Subscriptions (Edit)

Username:

First Name:

Last Name:

Registration Email:

Public Opt-in group

[Delete My Account]

Everbridge App:

My Locations (Edit)

? Help & Answers

STEP 10: If you want every kind of notification, click the check box for "All Township and Police Alerts" and save. Otherwise click the arrow

Language: Select Language
Powered by Google Translate

My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Public Opt-in group

▶ ☐ All Township and Police Alerts

Cancel   Save

? Help & Answers

STEP 11: Click the arrow for Non-Emergency Alerts, check any # of boxes

Language: Select Language
Powered by Google

My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Public Opt-in group

▼ ☐ Township and Police Alerts

    ▼ ☐ Non-Emergency Alerts (3)

       ☐ Community Events & Programs

       ☐ General News & Information

       ☐ Road Conditions, Closures, and Advisories

    ☐ Police Incidents & Alerts

STEP 12: Click Save

Cancel   Save

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