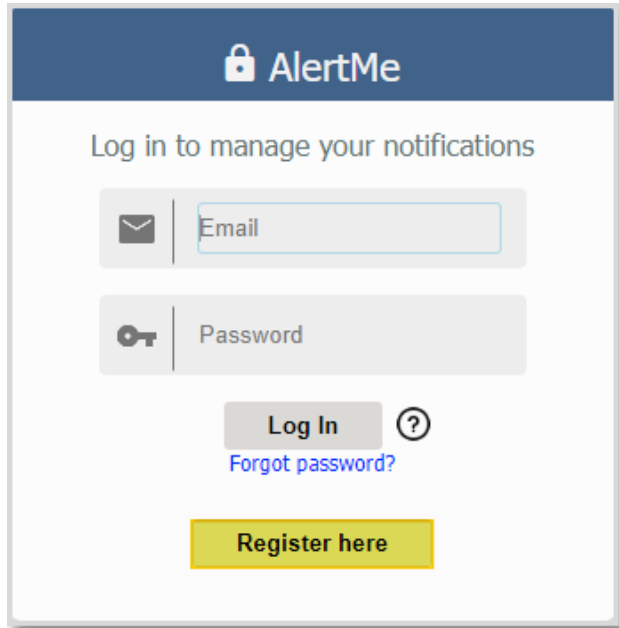




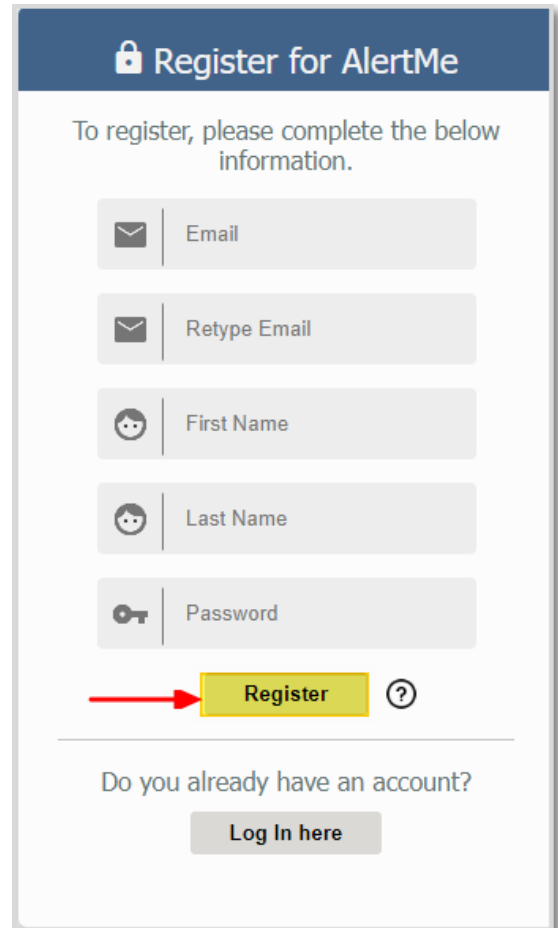
## AlertMe User Guide

### NEW USERS

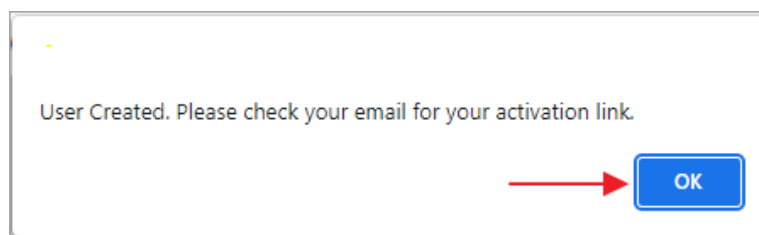
Step 1: Click **Register Here**

The image shows the AlertMe login page. At the top, there is a dark blue header with a white padlock icon and the text 'AlertMe'. Below the header, the text 'Log in to manage your notifications' is displayed. There are two input fields: one for 'Email' with an envelope icon and one for 'Password' with a key icon. Below these fields are two buttons: a grey 'Log In' button with a question mark icon and a blue 'Forgot password?' link, and a yellow 'Register here' button.

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

The image shows the AlertMe registration page. At the top, there is a dark blue header with a white padlock icon and the text 'Register for AlertMe'. Below the header, the text 'To register, please complete the below information.' is displayed. There are five input fields: 'Email' (envelope icon), 'Retype Email' (envelope icon), 'First Name' (person icon), 'Last Name' (person icon), and 'Password' (key icon). Below these fields is a yellow 'Register' button with a question mark icon, which is highlighted by a red arrow. Below the registration fields, there is a question 'Do you already have an account?' and a grey 'Log In here' button.

Step 3: You will receive the message below if the user was created successfully. Click **OK** and proceed to your email Inbox or Spam folder to finalize the registration process.

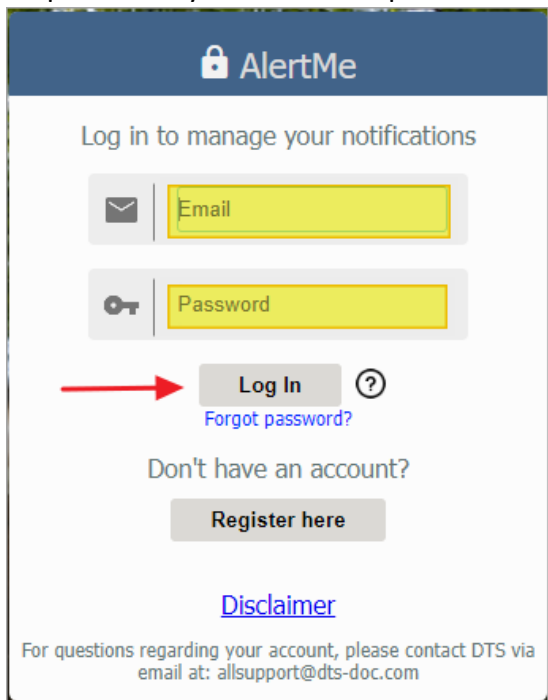
The image shows a message box with a white background and a grey border. The text inside reads 'User Created. Please check your email for your activation link.' Below the text is a blue 'OK' button, which is highlighted by a red arrow.

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.



**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.

**Manage Notifications** Sign Out

**Add a new Notification (name info you'd like to receive email alerts for)**

Add as many name variations below as necessary to ensure you receive the notifications expected. Note that including a middle name could exclude results which do not include a middle name, but if you have a common first and last name it can help to reduce unnecessary matches.

Last Name or Organization  First Name  Middle Name  Create Notification

**Current Notifications**

Delete	Date	Last	First	Middle
Notification Table Empty				

**Emailed Notifications History**

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

**Add a new notification** 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.

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