



Alertable Email/SMS/Phone SIGN UP How-to Guide

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Introduction	3
Navigate to the public signup page	3
Step 1: Selection of Email/SMS/Phone	3
Step 2: Sign Up Process for each method	4
Step 3: Verification (via Access Code)	5
Step 4: Confirmation	6
Location/Alert Type Update	7

Introduction

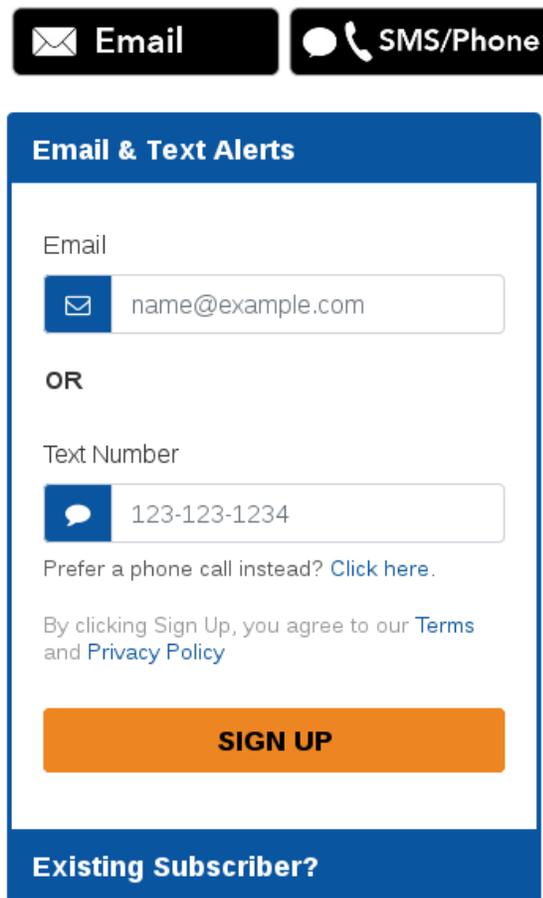
This document provides how-to instructions for Email/SMS/Phone Sign Up.

Navigate to the public signup page

SignUp page at (fill in your website here)

Step 1: Selection of Email/SMS/Phone

Select the Email/SMS/Phone button from the SignUp options and the subscriber form appears.



The image shows a sign-up form for "Email & Text Alerts". At the top, there are two buttons: "Email" with an envelope icon and "SMS/Phone" with a speech bubble and phone handset icon. The form itself has a blue header with the text "Email & Text Alerts". Below the header, there are two input fields. The first is labeled "Email" and contains the text "name@example.com" with a small envelope icon to its left. Below this is the word "OR". The second input field is labeled "Text Number" and contains the text "123-123-1234" with a small speech bubble icon to its left. Below the input fields, there is a link that says "Prefer a phone call instead? Click here." followed by a line of text: "By clicking Sign Up, you agree to our [Terms](#) and [Privacy Policy](#)". At the bottom of the form is a large orange button with the text "SIGN UP" in white. Below the form is a blue footer with the text "Existing Subscriber?".

Sign up option for EMAIL/SMS/PHONE

Step 2: Sign Up Process for each method

Email Notification Alerts: New users can enter their email address to sign up for Email notifications.

OR

SMS Notification Alerts: Enter a mobile phone number for SMS Text based notifications.

OR

Phone Notification Alerts: Choose to receive Phone call notifications by clicking on the button next to "Prefer a phone call instead?"

Phone Number

Prefer an SMS text instead? [Click here.](#)

For Phone Call notification alerts

Note: Subscribers can sign up for multiple methods and different email addresses and phone numbers.

Step 3: Verification (via Access Code)

Once a new subscriber has entered their information, they will be asked to confirm their identity through an **Access Code**. This will be sent to the email address or phone number they provided, typically within a few seconds but it can take up to a minute to arrive, especially for emails where there may be transmission delays.

We've sent an access code to
test@somewhere.com.

Access Code

Please wait for it to arrive and then enter it here.

ENTER

Resend Code

Home Location Set up (System Dependent)

Note: An optional step for some systems may be to ask for the subscriber's home address. This is an optional step and enables the subscriber to receive more precisely targeted notifications. If they don't want to enter their address, they can skip this step, and instead choose from a list of more generic locations for the local area. They should enter a full street address here, and it must be within the local area.

Home Location

Enter your home address below to set your location automatically or you can choose to receive alerts for multiple locations in your account preferences.

SET HOME LOCATION

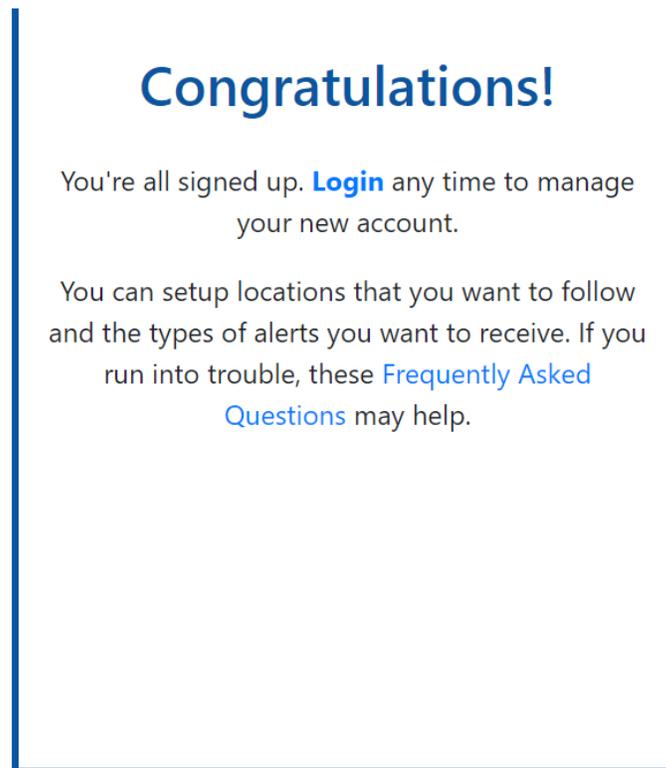
Locate Me ↗

Skip

Step 4: Confirmation

The final step in the signup process is the "**Confirmation screen**". At this point, the new subscriber's account has been created with the default settings for locations and alert types that you/the system owner have configured. Many users typically choose to keep these defaults and so at this point, the new subscriber is fully activated and will begin receiving notifications.

The subscriber is given the option to customize those settings by clicking the "Login" link or signing into the system at any time in the future.



Confirmation Screen

Location/Alert Type Update

Note: Once they have signed up, they can either make updates to the **Location/Alert Types** they wish to receive alerts for or even **Close the Account** should they wish to opt out from receiving alerts through Email/SMS/Phone.

Account

Email

UPDATE

Once you've closed your account, you will no longer receive alert notifications.

Locations

Alert Types

LOGOUT

Once the user is signed in, they can make Updates as per their requirements.

Locations

Show Maps

Westshore

Colwood

Highlands

Langford

View Royal

UPDATE

Your locations have been saved.

Cancel

Location Update

Alert Types

You will receive all Critical Alert notifications. You will also receive the following Advisory notifications:

- Health**
-
- Water Quality

UPDATE

Cancel

LOGOUT

Alert Type Update