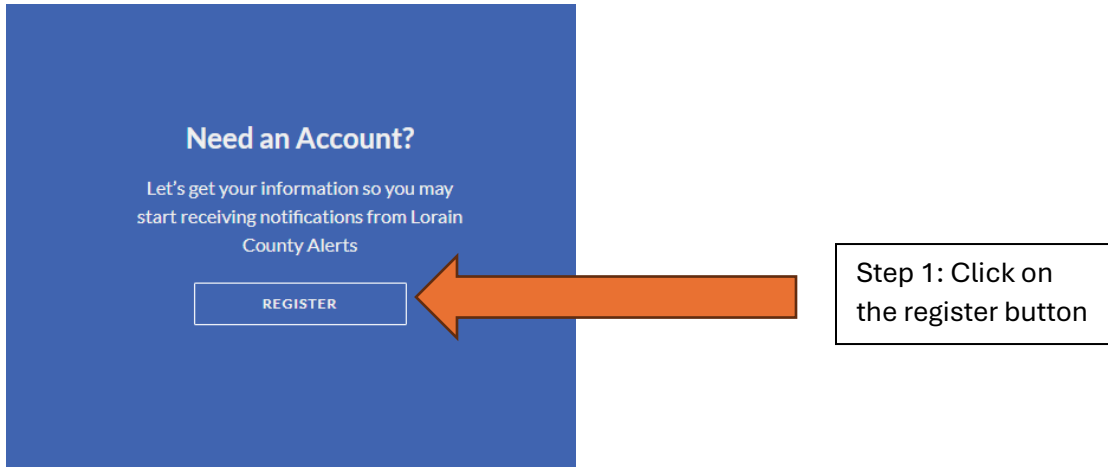


# CodeRED Sign Up Instructions



Step 2: Enter your first and last name.


Step 3: Create a username, for example johnsmith1965

Step 4: Create a password following the rules below.

Step 5: Check the boxes for the terms and policy and "I'm not a robot".

**Your password must have:**

- ✗ Minimum 8 characters
- ✗ Uppercase letters (A-Z)
- ✗ Lowercase letters (a-z)
- ✗ Number (i.e. 0-9)
- ✗ Special characters (!@#)\$
- ✗ Minimum 5 unique characters
- ✗ Not a username



**Create an Account**

Complete the fields below to start the registration process with Lorain County Alerts

First Name\*

Enter first name

Last Name\*

Enter last name

Username\*

Enter username


Password\*

Enter password

☐ Review the Lorain County Alerts terms of use.

☐ I have read, understand and agree to the [OnSolve privacy policy](#).

☐ I'm not a robot

 reCAPTCHA  
Privacy - Terms

Already have an Account? [Sign in](#)

NEXT



## Create an Account

Complete the fields below to start the registration process with Lorain County Alerts

First Name\*

John

Last Name\*

Smith

Username\*

Jeremydoe1965

Password\*

Coderedalert1!

☒ Review the Lorain County Alerts terms of use.

☒ I have read, understand and agree to the [OnSolve privacy policy](#).

I'm not a robot



Already have an Account? [Sign in](#)

NEXT

Filled Out Example

Step 6: Click on the "Next" button.

## Preferred Contact Method

Select the best method of communication you can be reached at, so we may send you a verification code:

Select primary contact method

Already have an Account? [Sign in](#)

SEND CODE

Click anywhere on this line to enter your email address. This is required for the system to verify that you are a human. A six-digit number will be sent to the email and you will enter it here. **This is not where you will receive alerts, you have the option to choose cell, home, email, etc. on the next page.**

## Preferred Contact Method

Select the best method of communication you can be reached at, so we may send you a verification code:

Email

Email\*

Helloeveryone@gmail.com

Already have an Account? [Sign in](#)

SEND CODE

Enter your email address and click on the "SEND CODE" button.

**Email Confirmation**

Please check your email, and enter the provided authentication code.

5 9 4 8 9 0

Already have an Account? [Sign in](#)

NEXT

[I DID NOT RECEIVE A CODE](#)

Step 7: Enter the code that was sent to your email and hit the NEXT button.

**THIS WILL BRING YOU TO THE ACTUAL SIGN-UP PAGE, I WILL ADDRESS THESE BY SECTIONS**

**Personal Details**

Welcome John!

First Name\* Last Name\*

John Smith

Language Time Zone

English (US)

Spanish (MX)

**Anywhere you see the small triangles circled above, this will give you options when clicked**

Step 8: Enter your language preference and time zone (Eastern: North America).

**Device Details**

Add Device

Step 9: Click on the Add Device button and this will open the window below:

Add Details

Device Type

Email

Email

SMS

Voice

Enter email address

Activated

Private

ADD

CANCEL

Step 10: Click on the small triangle and you will see the options above appear. Email is for email, SMS is for text, and Voice will allow you to receive a voice message on any phone (cell or landline).

Add Details

Device Type

SMS

Device Label

Text Message

Country Code (optional)

Phone Number\*

Enter phone number

Activated

Private

ADD

CANCEL

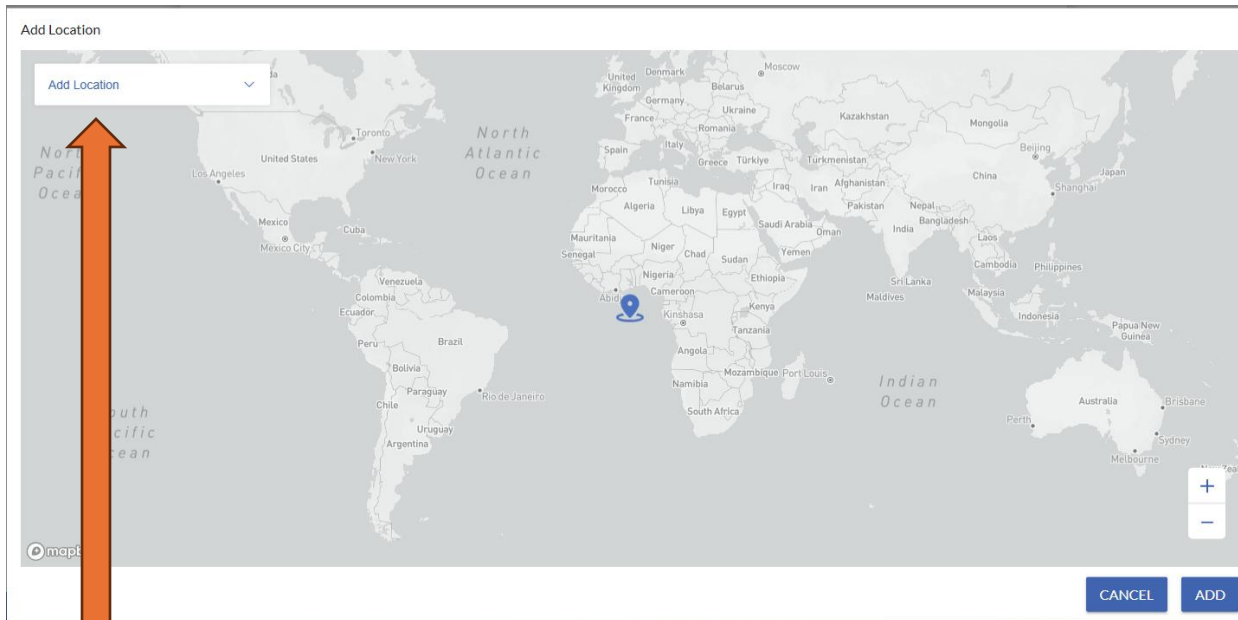
For Example: this is what opens when you click the SMS button. You simply enter the 10-digit phone number with no spaces, for example 4409849999. Then click the ADD button.

Step 10: You will be entering your home address; this allows us to target you for weather alerts and other emergency messages.

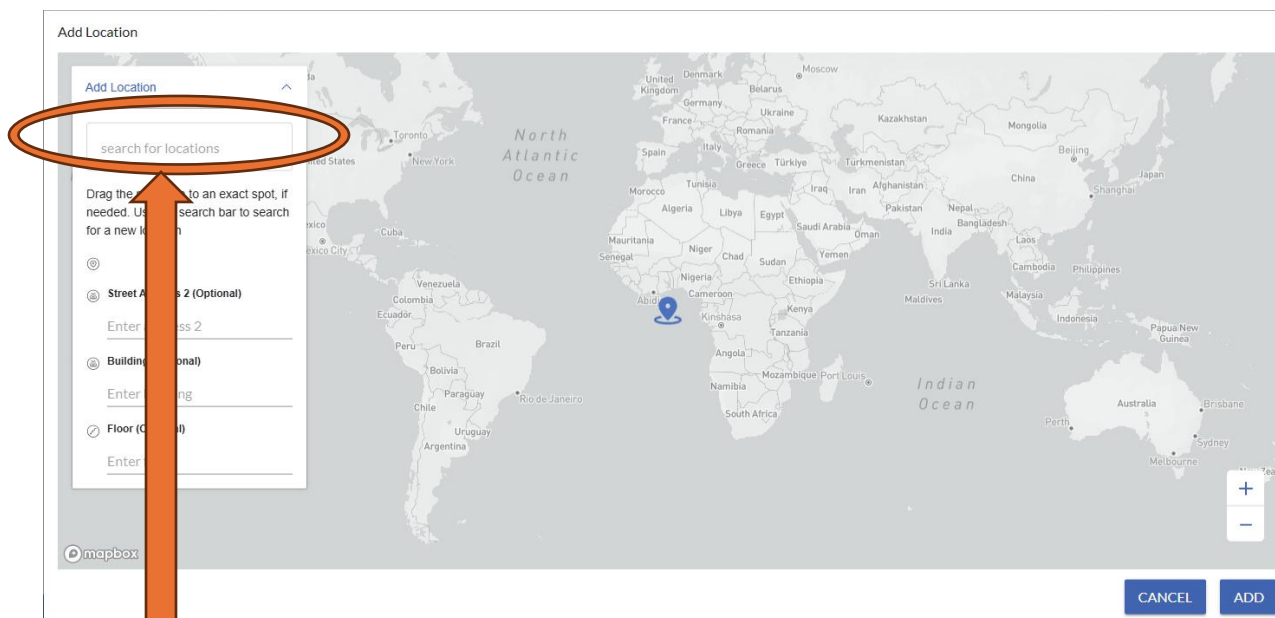
 Location Details

Add ADDRESS

When you click on Add ADDRESS, the window below will open.

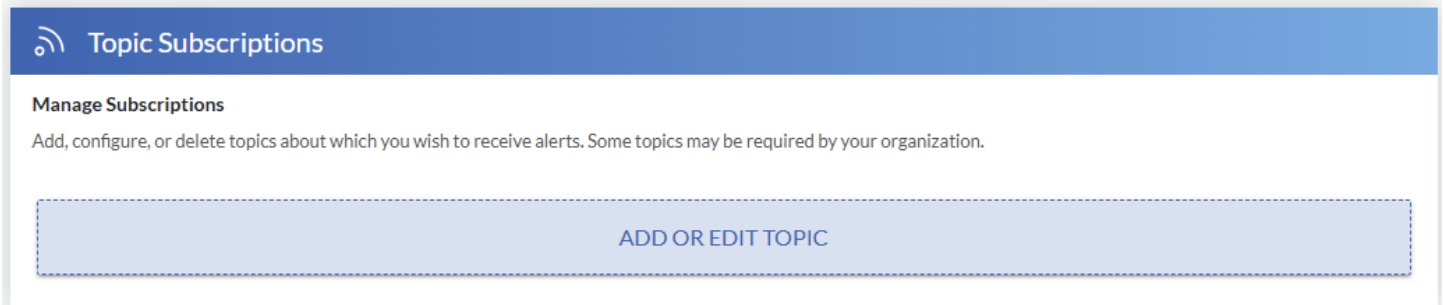


Click on the Add Location bar and the window below will open:



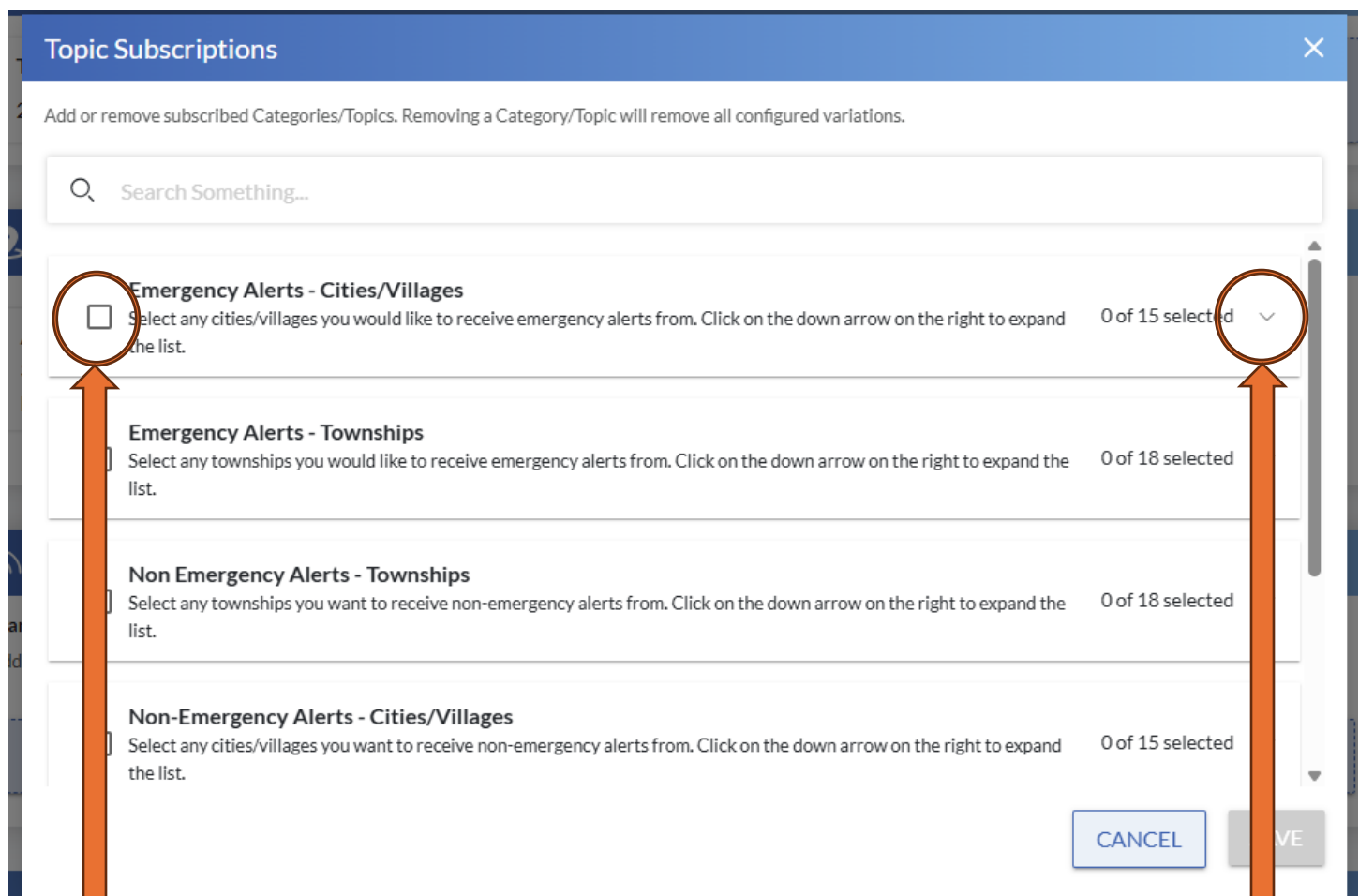
Click anywhere in this “search for locations” box and you can type in your address. As you type the address will usually appear below the bar and you can click on it to fill in the address. Finally, click the ADD button to finish and move to the next section.

Step 11: This is the final step and where you will choose the alerts you wish to receive. You will be able to choose emergency alerts for city/villages and/or townships, non emergency for cities/villages and/or townships, traffic & water alerts for cities/villages/townships and finally, severe weather alerts. This section is under Topic Subscriptions and will appear as below:



The screenshot shows the 'Topic Subscriptions' header with a blue background and a white bell icon. Below it is the 'Manage Subscriptions' section with a subtitle: 'Add, configure, or delete topics about which you wish to receive alerts. Some topics may be required by your organization.' At the bottom of this section is a large, light blue button with the text 'ADD OR EDIT TOPIC'.

When you click on the ADD OR EDIT TOPIC button, the below information will appear:



The screenshot shows a modal window titled 'Topic Subscriptions' with a close button (X) in the top right corner. Below the title is a subtitle: 'Add or remove subscribed Categories/Topics. Removing a Category/Topic will remove all configured variations.' There is a search bar with the placeholder text 'Search Something...'. Below the search bar is a list of four categories, each with a checkbox on the left and a dropdown arrow on the right. The categories are: 'Emergency Alerts - Cities/Villages' (0 of 15 selected), 'Emergency Alerts - Townships' (0 of 18 selected), 'Non Emergency Alerts - Townships' (0 of 18 selected), and 'Non-Emergency Alerts - Cities/Villages' (0 of 15 selected). At the bottom right of the modal are two buttons: 'CANCEL' and 'SAVE'.

Clicking here will select all the cities/villages (not recommended).

Clicking here will open your options, and you may select each as seen on the next page.

### Topic Subscriptions

×

Add or remove subscribed Categories/Topics. Removing a Category/Topic will remove all configured variations.

Q

Search Something...

☐

**Emergency Alerts - Cities/Villages**

☐

Select any cities/villages you would like to receive emergency alerts from. Click on the down arrow on the right to expand the list.

☒ Amherst

☐ Avon

☐ Elyria

☒ Grafton Village

☐ Kipton Village

☐ LaGrange Village

2 of 15 selected

^

CANCEL

SAVE

In this example I have selected emergency alerts for Amherst and Grafton Village. Once you have selected all the alerts you wish to receive, you will click on the SAVE button. Finally, you will click the SAVE button as seen below. You may then sign out. You may come back at any time and change your information, alerts, etc.

Successfully saved changes to your profile.

Text

21622447

Add Device

Location Details

Address

322 Gateway Boulevard North  
Elyria, Ohio, 44035, United States

Topic Subscriptions

Manage Subscriptions

Add, configure, or delete topics about which you wish to receive alerts. Some topics may be required by your device.

Emergency Alerts - Cities/Villages - Amherst

Any - Any

Emergency Alerts - Cities/Villages - Grafton Village

Any - Any

ADD OR EDIT TOPIC

DEACTIVATE

SIGN OUT

SAVE

In this example, I have clicked the SAVE button, note the message above that changes were saved.