Registering for Howell Township's Emergency Alert System

In times of emergency, it is imperative that Township officials convey prudent information to residents that may be affected by certain situations. By registering with this Emergency Alert System, you provide us with an opportunity to get emergency messages to you quickly and effectively if and when the need arises.

Since emergency events may develop rapidly and without notice, we recommend that you register all of your personal contact modes with this system (cell phone, work phone, email addresses etc.) so you will receive important information regardless of your location at the time of an emergency. The information you provide upon registration will be used for **emergency purposes only**.

Are you a resident of Howell Township interested in registering with our Emergency Alert System? If so, please follow these steps:

Step 1:

Open your web browser. The Howell Township Emergency Alert System is located at the following link:

https://member.everbridge.net/index/892807736721692

* Note: you will follow this link every time you wish to log in to your personal account after the initial registration.

Step 2:

Scroll to the bottom of the page and click "Create New Account".

Step 3:

Fill in the following information:

Text annotations visible in the screenshot:

1 — Create a username: Ex. JohnSmith123
NOTE: Username is case sensitive

Username — Usernames are case sensitive and 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.

2 — Enter Your First Name — First Name

3 — Enter Your Last Name — Last Name

4 — Create a password: Ex. JaneDoe1
NOTE: Password must be at least 8 characters long & contain at least 1 letter & 1 number. Password is case sensitive.

Password — Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to !@#$%^&*().

Confirm Password

5 — Enter your Email address.
NOTE: Register with an email address that you check regularly.

Registration Email

Security Question — What is your maternal grandmother's maiden name?

6 — Choose a security question to answer and provide the answer in the box below.

NOTE: Choose a question that you can easily and consistently answer.

Security Answer

7 — Be sure to accept the terms of use

☐ I accept the Terms of Use.

Sign up

8 — When all the above information is entered correctly, click "Sign Up".
NOTE: You may want to save a copy of this information for future reference.

Step 4:

You will be prompted to the following page. Verify that the information is correct before continuing.

Step 5:

Next, you will be prompted to the "Locations I Care About" page. Fill in the following information:

1

Emergencies will not always be town-wide. In some instances, emergencies will be localized to specific regions, neighborhoods, or even just a few blocks within the township. If an emergency event is localized, notifications can be sent to residents within the region being affected. In order to efficiently do this, however, it is necessary for you to register your home address on this page.

You may also register other locations **within the township** that may be of interest to you. For example, you may have a child attending one of the schools within the township. Along with your home address, you may also register the school address.

NOTE: All addresses registered in this section must be a location within Howell Township.

2

First, enter the information for your home address. The longitude and latitude fields should automatically populate for the address you have entered. If it does not, click "Find location on map", located at the top right of this page.

3

If you are only registering your home address and the information above has been entered correctly, click "Save & Continue". If you intend to register another location **within the township** as well, click "Save & Add Another".

Step 6:

Enter your contact information:

2

In this section you will enter your personal contact information. At minimum, it is required that you enter a primary phone number to be reached at in the event of an emergency. It is strongly recommended, however, that you provide information for other modes of contact (work phone, cell phone, email addresses).

NOTE: If you would like to receive text message alerts you must provide the phone number in the "Text Message" field. If you provide us with a phone number in the "Primary Phone" or "Alternate Phone" fields, the system will not automatically assume that the phone number provided can receive text messages. Therefore, you must specifically register a phone number in the "Text Message" field even if it has been registered in another field.

1

It is important to register your personal contact information only. In other words, please **do not** enter contact information for other family members or friends.

Encourage them to create their own account. This ensures that in the event of an emergency each registered individual will have the ability to personally confirm receiving the broadcasted alert.

3

If the above information has been entered correctly, click "Save & Continue".

Step 7:

Registration is complete!

Welcome   Logout   Manage Profile Overview FAQs Change Password

Congratulations! You have successfully registered.

Step 8:

If all your information has been registered correctly you may logout.

Step 9:

In the event that your information changes, you may visit the following link:

https://member.everbridge.net/index/892807736721692

We maintain a constantly updating database of publicly available information of land line telephone numbers registered in Howell Township. Since emergency events develop rapidly, it is important to provide us with your cell phone numbers and email addresses.

It is important to register for this system individually. In other words, please do not create an account that includes contact modes for other family members or friends. Encourage them to create their own account. This ensures that in the event of an emergency each registered individual will have the ability to personally confirm receiving the broadcasted alert.

1

Enter the Username and Password you created for your account.

Username

Password

Forgot my password   Forgot my username

☐ Keep me signed in (Uncheck if on a shared computer)

2

Login

If the information is entered correctly, click "Login".

Create New Account

Powered by everbridge Terms of Use

Step 10:

Update your information: