

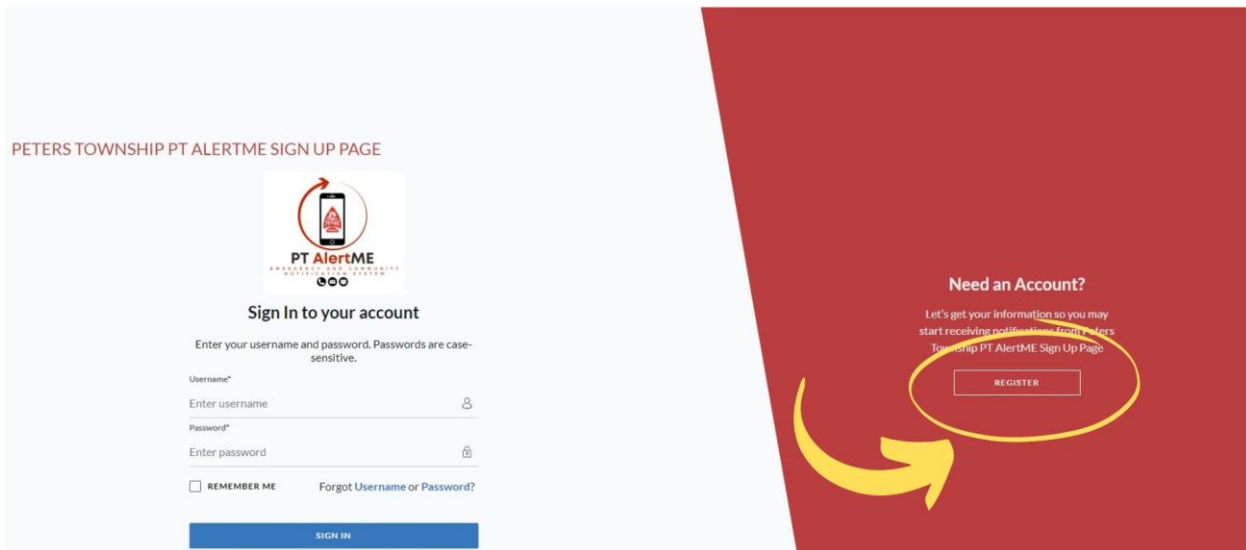


Instructions on how to sign-up for PT AlertME on your web browser

When signing up for PT AlertME, it is important to remember that to be properly identified in the system, users need to complete a two-step process. You will first need to create an account through Onsolve CodeRed. Next, you will need to select the ways in which you hope to be notified from the Township. Follow this step-by-step guide to properly register your account to receive alerts from PT AlertME.

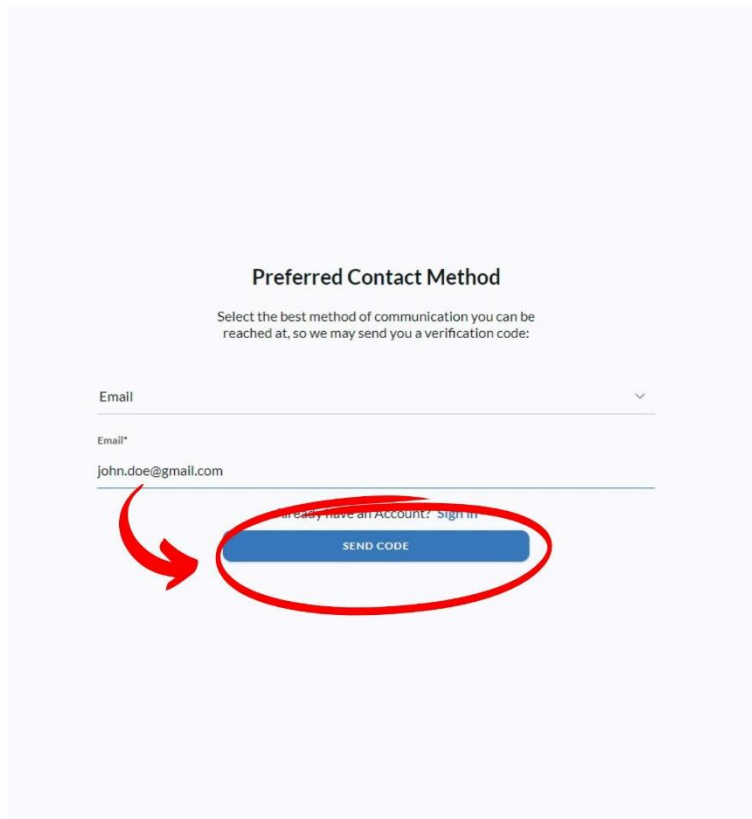
Step 1:

Once on the PT AlertME splash page, click the “Register” button under “Need an Account?” on the right-hand side of the screen.



Step 2: You will then be prompted to add your first and last name and select and username and password for your account. Once you have completed that information, click the “next” button.

Step 3: Once you have created a username and password you'll be asked to supply an email address to have a code sent to you via email to complete the creation of your account.



Preferred Contact Method

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

Email

Email*

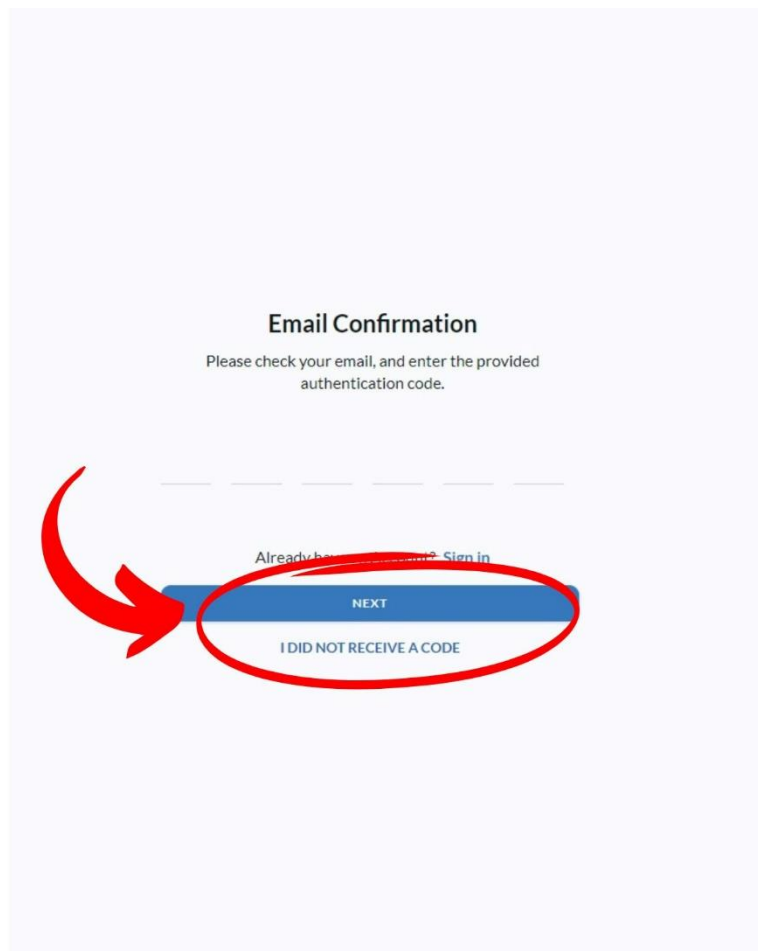
john.doe@gmail.com

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

SEND CODE

A red arrow points to the "SEND CODE" button, which is circled in red.

Step 4: You will receive a code via the email address you just provided. Enter that code on your web browser and click “next” to complete the creation of your account.



Email Confirmation

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

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

NEXT

I DID NOT RECEIVE A CODE

A red arrow points to the "NEXT" button, which is circled in red.

Step 5: You'll then be taken to a new screen where you can tell us what information you want to receive from the Township. Emergency Alerts (Sent via email, text and phone call), Non-emergency alerts (Sent via email and text), and Community Alerts (Sent via email). Enter your first and last name and select the alerts you would like to receive from the Township.

PETERS TOWNSHIP PT ALERTME SIGN UP PAGE English (US)

Please complete the required fields and click "Save" to complete your registration.

Personal Details

First Name*	Middle Name	Last Name*
Enter first name	Enter middle name	Enter last name

- Emergency Alerts* *Device information we'll need includes "Voice" and "SMS"*
- Non Emergency Community Alerts *Device information we'll need includes "SMS" and "email"*
- Community Information *Device information we'll need includes "email"*

Device Details

Add Device

Location Details

Add ADDRESS

DEACTIVATE SIGN OUT SAVE

Step 6: Once you've selected the alerts you would like to receive click the "add device" button to enter the types of devices on which you'd like to receive messages. First select the device type. This includes Voice (for emergency alerts), SMS (this is the text message option for Emergency and Non-Emergency Community Alerts) and Email (for Community Information).

You'll then select "Device Label" which further identifies the "Device Type" This includes work email, home email, work phone, home phone, and mobile phone.

For example, if you'd like to receive a phone call to your mobile phone for Emergency Alerts, you would select "Voice" from the "Device Type" drop down menu, then select "Mobile Phone" from the "Device Label" drop down menu and then enter your mobile phone number and select "Add". You will do this for each type of device you would like to register with the Township.

PETERS TOWNSHIP PT ALERTME SIGN UP PAGE English (US)

Please complete the required fields and click "Save" to complete your registration.

Personal Details

First Name*	Middle Name	Last Name*
John	Enter middle name	DOE

Add Details

Device Type

- Voice *A phone call received for Emergency Alerts Only*
- SMS *A text message received for Emergency Alerts and Non Emergency Community Alerts Only*
- Email *An email received for Emergency Alerts, Non Emergency Alerts, and Community Information*

Enter phone number

Activated Private

ADD CANCEL

Add ADDRESS

DEACTIVATE SIGN OUT SAVE

Step 7: Once you have added your contact information for how you'd like to be notified, click the "Add Address" button to enter your home or business address. This information is helpful to the Township when sending geo-targeted alerts to contacts in certain areas of the community.

Please complete the required fields and click "Save" to complete your registration. ✕

First Name*	Middle Name	Last Name*
John	Enter middle name	DOE

- Emergency Alerts ⓘ
- Non Emergency Community Alerts ⓘ
- Community Information ⓘ

Device Details

Mobile Phone 555-555-5555 ⓘ	SMS 555-555-5555 ⓘ
Home Email john.doe@gmail.com ⓘ	Add Device

Location Details

Add ADDRESS

DEACTIVATE SIGN OUT SAVE

Step 8: In the top portion of the box on the left-hand side of the page, click "add location" and start typing in your address. Click on the location once the drop-down menu populates your address. Then click "Add" in the bottom right of the page to save your address.

Please complete the required fields and click "Save" to complete your registration. ✕

First Name*	Middle Name	Last Name*

ADD ADDRESS HERE

Add Location

610 East McMurray Road, Vx

Drag the map icon to an exact spot, if needed. Use the search bar to search for a new location

- 610 East McMurray Road
Veneta, Pennsylvania, 15367, United...
40 2800667, -80.0816545
- Street Address 2 (Optional)
Enter address 2
- Building (Optional)
Enter building
- Floor (Optional)
Enter floor

mapbox

CLICK HERE WHEN DONE

CANCEL **ADD**

DEACTIVATE SIGN OUT SAVE

Step 9: Congratulations! All your information has been added into the system. The last thing to do is save your work by clicking “SAVE” in the bottom right hand corner of the page. You’re all done!

PETERS TOWNSHIP PT ALERTME SIGN UP PAGE English (US)

Please complete the required fields and click "Save" to complete your registration. ✕

Personal Details

First Name*	Middle Name	Last Name*
John	Enter middle name	DOE

- Emergency Alerts* ⓘ
- Non Emergency Community Alerts ⓘ
- Community Information ⓘ


Device Details

Mobile Phone	SMS
555-555-5555 ⓘ	555-555-5555 ⓘ
Home Email	Add Device
john.doe@gmail.com ⓘ	

Location Details

Address
610 East McMurray Road ⓘ
Venetia, Pennsylvania, 15367, United States

DEACTIVATE SIGN OUT SAVE



As always, if you are having any issues, don't hesitate to contact the Township at 724-941-4180 and we will assist you in registering for PT AlertME.