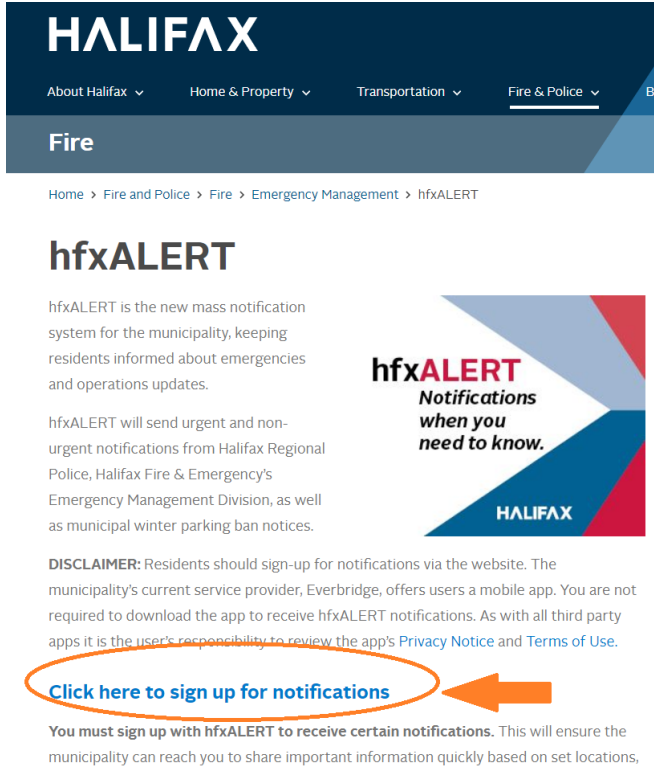


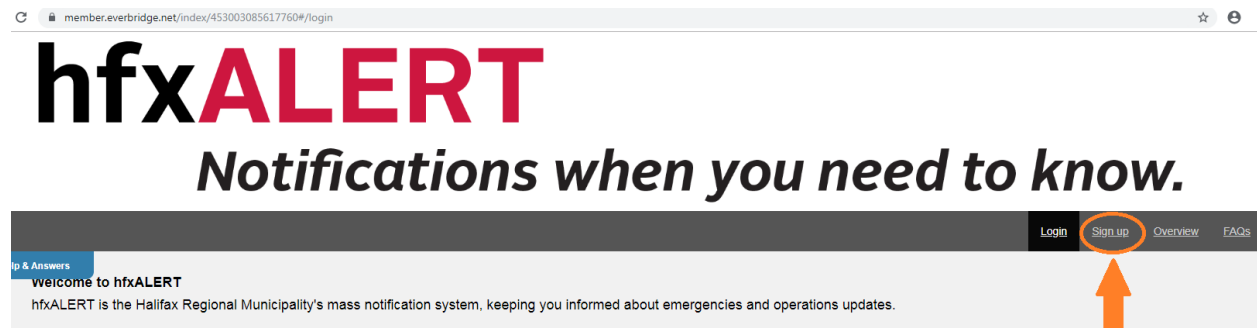
## SIGN UP FOR hfxALERT – Step-by-step guide

1. Go to [halifax.ca/hfxALERT](http://halifax.ca/hfxALERT) on your web browser
  - Scroll down, and click “Click here to sign up for notifications”



The screenshot shows the Halifax website's navigation menu with 'Fire & Police' selected. Below the menu, the breadcrumb trail reads 'Home > Fire and Police > Fire > Emergency Management > hfxALERT'. The main heading is 'hfxALERT'. The text describes the system as a mass notification system for emergencies and operations updates. A graphic on the right features the text 'hfxALERT Notifications when you need to know.' and the HALIFAX logo. A blue link 'Click here to sign up for notifications' is circled in orange, with an orange arrow pointing to it from the right. Below the link, a disclaimer states that users should sign up via the website and that Everbridge offers a mobile app. A note at the bottom says 'You must sign up with hfxALERT to receive certain notifications.'

2. Scroll down, and click “Sign Up”
  - You can also click “Sign Up” from the top, right-hand side of the website



The screenshot shows the hfxALERT sign-up page. The browser address bar displays 'member.everbridge.net/index/453003085617760#/login'. The main heading is 'hfxALERT Notifications when you need to know.' Below the heading, there is a navigation bar with 'Login', 'Sign up', 'Overview', and 'FAQs'. The 'Sign up' button is circled in orange, with an orange arrow pointing to it from below. A blue button labeled 'ip & Answers' is on the left. Below the navigation bar, a welcome message reads 'Welcome to hfxALERT' and 'hfxALERT is the Halifax Regional Municipality's mass notification system, keeping you informed about emergencies and operations updates.'

3. Create a username
  - For first and last name, use “HRM” in both boxes
  - Create a password
  - Choose a security question and type in your answer
  - Fill in a registration email
  - Click the check box to accept the terms of use

- Click “Create Your Account”

## Sign up

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

\* Username   
**This field is required.**  
Usernames 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.

\* First Name

\* Last Name

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

\* Confirm Password

\* Security Question

\* Answer

\* Registration Email

I accept the [Terms of Use](#)

#### 4. Select the timezone GMT -4:00 Atlantic Standard Time (America/Halifax)

- Input all contact information where you would like to be reached by hfxALERT.

Welcome [Logout](#)

[? Help & Answers](#)

Please complete all registration pages to receive accurate notifications.

Profile > Locations > Subscriptions > Review

### My Profile

\* First Name

\* Last Name

\* Registration Email

Time Zone

Here's how to contact me. (Click on the icon to see details)

1) Text Message

2) Email

( GMT -4:00)Atlantic Standard Time(America/Curacao)  
( GMT -4:00)Atlantic Standard Time(America/Dominica)  
( GMT -4:00)Atlantic Standard Time(America/Grenada)  
( GMT -4:00)Atlantic Standard Time(America/Guadeloupe)  
( GMT -4:00)Guyana Time(America/Guyana)  
**( GMT -4:00)Atlantic Standard Time(America/Halifax)**  
( GMT -4:00)Bolivia Time(America/La\_Paz)  
( GMT -4:00)Amazon Time(America/Manaus)  
( GMT -4:00)Atlantic Standard Time(America/Martinique)

## 5. Input a Location

- Location name can be “Location 1” or “Location 2”, etc.
- Fill in the address (i.e. your home, work, etc.)
- Verify the address, then click “This is my location” if it is correct.

---

Profile > **Locations** > Subscriptions > Review

## My Locations

We will use the location information you provide to inform you about events taking place in your area.

### Add a Location

\* **Location Name**

\* **Country**

\* **Address**

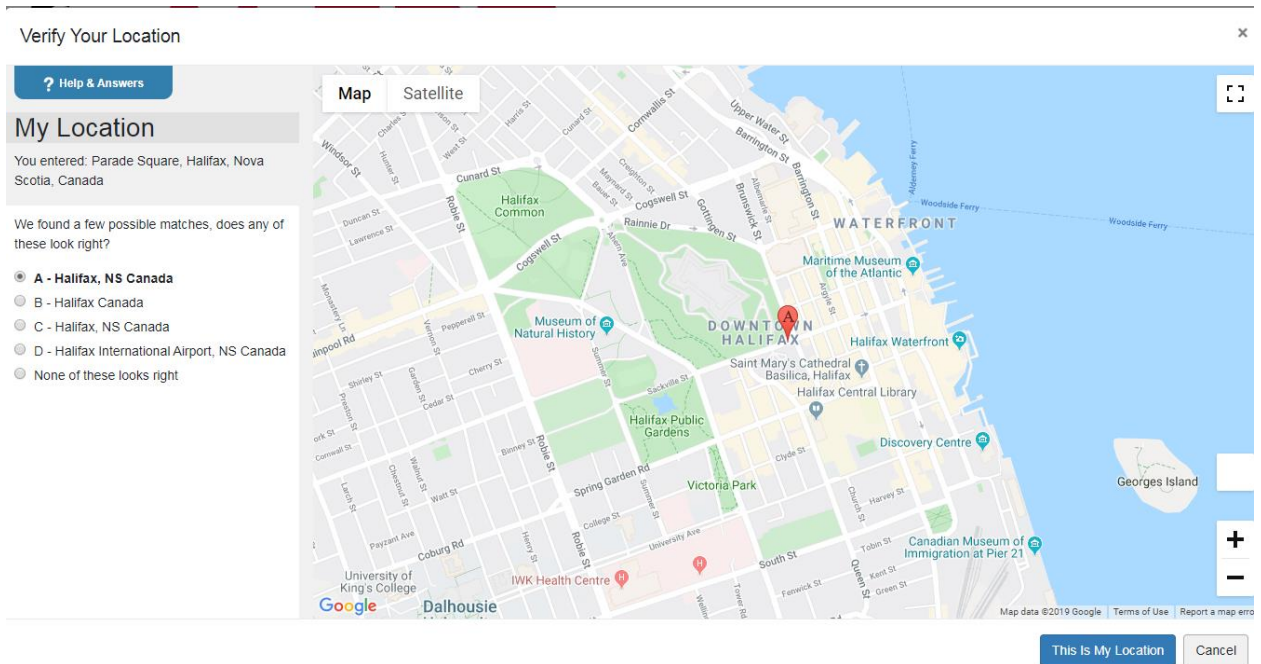
**Apt/Suite/Unit**

**City**

**State/Province**

**Postal Code**

[Verify This Address](#)



6. Select the alert types you would like to register for.

- Please note that to receive **winter parking ban notices** you must click the check box for “Non-Urgent Public Alerts”



## My Subscriptions

Choose what you want to be informed about.

### Alert Subscriptions

**Non-Urgent Public Alerts**

**General Communications (2)**

**Municipal Operations Updates (1)**

**Overnight Winter Parking Ban**



**Urgent Public Safety Alerts**

Save & Continue >

7. Review your information and click “Finish”. You are now registered for hfxALERT.

## Review the information you entered

You will be able to edit it any time.

### My Profile [Edit](#)

**Username:** test\_HRM  
**First Name:** HRM  
**Last Name:** HRM  
**Registration Email:** test1@hfx.ca  
**Time Zone:** America/Halifax

---

**Personal E-mail:** test1@hfx.ca

### My Subscriptions [Edit](#)

#### Alert Subscriptions

**Non-Urgent Public Alerts > General Communications**  
Registration Updates  
Communications System Testing

**Non-Urgent Public Alerts > Municipal Operations Updates**  
Overnight Winter Parking Ban

**Urgent Public Safety Alerts > Weather Related Incidents**  
Evacuation Orders  
Safety Instructions  
All is Safe and Clear

**Urgent Public Safety Alerts > Threats**  
Active Crime Scene  
Safety Instructions  
All is Safe and Clear  
Criminal Investigation Canvassing

### My Locations [Edit](#)

**My Location:** Parade Square

Finish

**NOTE:** If you're having trouble, try switching your browser to Google Chrome.