

# ALERT Franklin County Sign-Up Instructions

The City of Upper Arlington is now partnering with Franklin County Emergency Management & Homeland Security (FCEMHS), on a new and improved system called "ALERT Franklin County." To make the system a success, we are asking all residents and businesses to opt-in.

## Create a New ALERT Franklin County Account

### Step 1: Go to [www.uaoh.net](http://www.uaoh.net)

Click on the ALERT Franklin County button.



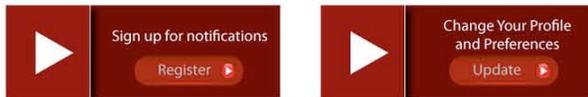
Then click "Create a New Account." Or visit [www.alertfranklincounty.org](http://www.alertfranklincounty.org). Click on the "Sign up for notifications" button to add your information to the notification system.

Sign up to choose how you would like your emergency notifications delivered



Emergency Alerts  
delivered by

Text E-Mail Phone



Questions?

Take a look at our [Frequently Asked Questions](#) page to learn more

## Step 2: Create Your Account

- 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.
- Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to !@#%\$%^&\*().
- Select a security question and enter its answer.
- Accept the Terms of Use by checking the box.
- Click "Create Your Account".

A screenshot of the "Sign up" page on the ALERT Franklin County website. The page has a dark red header with the "ALERT Franklin County" logo and "Emergency Notification System" text. Below the header is a "Sign up" section with a blue heading and a sub-heading: "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." The form includes fields for Username, First Name, Last Name, Password, Confirm Password, Security Question (with a dropdown menu), Answer, and Registration Email. There is a checkbox for "I accept the Terms of Use" and a blue "Create Your Account >" button at the bottom.

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## Step 3: Create Your Profile

- Fill in your name and email address
- Under “Here’s How to Contact Me,” enter your cell phone number, (to use for text messages and to call), your primary phone number and more. **We suggest setting text messages as one of your contact methods, as it is the quickest way for the City of Upper Arlington and FCEMHS to reach you in case of an emergency.**
- Move the contact methods up or down, using the red arrows on the left to indicate which you would like to receive first.
- Once you’ve added at least one contact method, click **“Save & Continue”**.

Profile Locations Alerts Information Review

### My Profile

\* First Name: Megan  
\* Last Name: Hoffman  
Middle Initials:  
Suffix:  
\* Registration Email:

Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

1) Cell Phone Text	United States	555-555-5555
2) Primary Email		
3) Cell Phone	United States	555-555-5555
4) Listed Phone Res.	United States	555-555-5555
5) Secondary Phone	United States	555-555-5555
6) Alternate Email		email@email.com
7) TDD/TTY	United States	555-555-5555
8) Listed Phone Bus.	United States	555-555-5555

Ext: 5555

Mobile Member App: Not logged in  
Download the Mobile Member App from Google Play or the iTunes App Store

Save & Continue >

## Step 4: Add Your Locations

- Enter location Name (i.e. “Home,” “Work,” “School”), Country and Address.
- Click **“Verify This Address.”**

Profile Locations Alerts Information Review

### My Locations

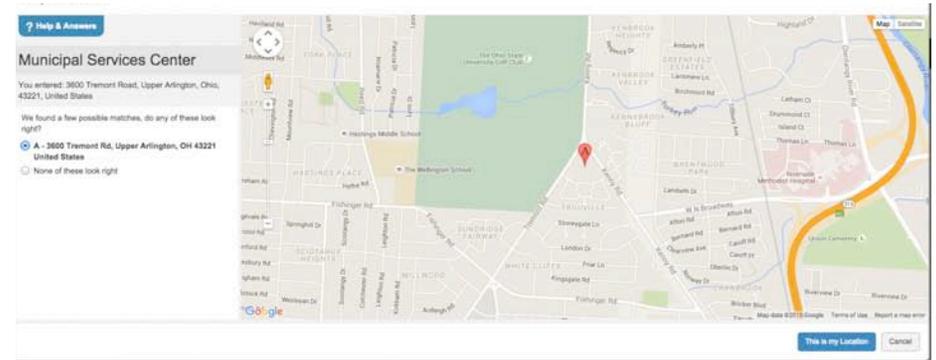
We will use the location information you provide to inform you about events taking place in your area.

#### Add a Location

\* Location Name:  
\* Country: United States  
\* Address:  
Apt/Suite/Unit:  
City:  
State/Province: -- Select --  
Postal Code:

Verify This Address

- The system will search for your location. Once the location is found, the following screen will appear. (*Microsoft Silverlight required*).
- If the address is correct, click **“This is my Location.”**
- Click **“Add another location”** to enter a total of five addresses into the system if desired. Consider adding your work address, child’s school address, parent’s address, etc.



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- If the address is not correct, click **“None of these look right.”**
- At this point, you can either select **“Show us – drag the pin to your location”** or **“Continue anyway-use the address as entered.”**
- If you continue to have issues, check to make sure the address you entered was correct.
- Once all locations are entered, click **“Save & Continue.”**

## Step 5: Choose Your Alert Subscriptions

By Default you will be signed up for Emergency Alerts from Franklin County Emergency Management & Homeland Security (FCEMHS) as well as Emergency notifications from the City.

- Scroll down to “City of Upper Arlington” and click the blue plus sign to display Upper Arlington’s subscriptions.

Profile Locations Alerts Information Review

### My Alert Subscriptions

Choose what you want to be informed about.

- Franklin County EMA & Homeland Security
- Franklin County
- City of Bexley
- City of Canal Winchester
- City of Columbus
- City of Dublin
- City of Gahanna
- City of Grandview Heights
- City of Grove City
- City of Groveport
- City of Hilliard
- City of New Albany
- City of Reynoldsburg
- City of Upper Arlington
  - For your address in this area, choose: (5)
    - City Services and News
    - Construction and Utility Updates
    - Fire Division
    - Police Crime and Safety Alerts
    - Recreation and Event Updates

- Select the Community Alerts you would like to receive. Community Alerts are non-emergency alerts or information bulletins. You can subscribe to an alert by clicking in the box next to the alert name. You can unsubscribe at any time.
- The options for Upper Arlington are: Police Crime & Safety Alerts; Fire Division Alerts; Construction & Utility Updates; City Services & News Updates; Recreation & Events Updates.
- Should you have other addresses in Franklin County, we suggest clicking the blue plus sign next to the municipality’s name to display any alert subscriptions unique to that community.
- Once you’ve selected the alert subscriptions you would like to receive, click **“Save & Continue.”**

## Step 6: Enter Language Preferences

- Select the box next to the language you are most comfortable with.
- Click **“Save & Continue.”**

Profile Locations Alerts Information Review

### My Information

\* Language Preference

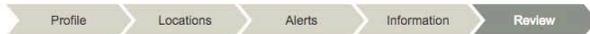
- Arabic
- English
- French
- German
- Japanese
- Mandarin
- Russian
- Somali
- Spanish

Save & Continue >



# ALERT Franklin County Sign-Up Instructions

## Step 7: Review Your Information



### Review the information you entered

You will be able to edit it any time.

#### My Profile [Edit](#)

**Username:** mkhoffman2012@gmail.com  
**First Name:** Megan  
**Last Name:** Hoffman  
**Registration Email:** mkhoffman2012@gmail.com  
**Primary Email:** mkhoffman2012@gmail.com

#### My Alert Subscriptions [Edit](#)

Franklin County EMA & Homeland Security > Important Emergency and Disaster Alerts

- Dam Failures
- Damage Producing Earthquakes
- Major Aircraft Accidents
- Major Hazardous Material Incidents
- Major Utility Disruptions
- Other Alerts Issued by FCEM&HS Director
- Severe Weather
- Significant Civil Disturbance
- Terrorism

City of Upper Arlington > For your address in this area, choose:

- City Services and News

#### My Locations [Edit](#)

**Municipal Services Center:** 3600 Tremont Road

#### My Information [Edit](#)

**Language Preference:** English

[Finish](#)

- Verify the information you have entered.
- If something looks incorrect, click **“Edit.”**
- Once you are satisfied with the information entered, click **“Finish”**

**Congratulations!** You have successfully signed up.

### Questions?

Contact Megan Hoffman, Community Affairs Coordinator, at 583-5027. Note that to assist with your existing account, you must first provide a username and password.