SCCMO AlertMe: Create a New Account

1. **Getting Started:**
   Visit sccmo.org/AlertMe and click on the registration link under **How Do I Register?** On the registration page, click on "Sign up" at the bottom of the Login box to create a new account.
2. Complete the Sign Up Form to Create a Profile:

Please note the following—

- **Username**: Your username 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. Be sure to save your username in a secure manner for future reference.

- **First and Last Name**: If you are registering a business, use your company name for the first and last name.

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

- **Registration Email**: Enter your registration email address. This is used to send temporary passwords if you forget your credentials.

Accept the Terms of Use by checking the box and click the “Create Your Account” button at the bottom of the page to proceed to the next step.
3. Complete your profile:

This is where you select your time zone and how you want to receive alerts.

1. For St. Charles County, select Central Standard Time (America/Chicago) from the Time Zone drop-down list underneath your name and registration email address.

2. Under “Here’s how to contact me,” select your contact preferences to receive alerts—SMS (text message), email, mobile, home phone, or TTY/TTD device, and enter in the contact information. At least one contact method is required. It is recommended to have a mobile device for at least one contact method. If you prefer text messages, one of the SMS fields must be completed—the mobile fields are for calls only.
   - The order you set these contact paths will be the order you will receive messages. You will receive messages through all contact preferences.
   - SCCMO AlertMe is powered by Everbridge, which has a mobile app that messages can be sent to along with other methods. You must first create an account on SCCMO AlertMe before downloading the app and syncing it as one of your options. The app is not required as a contact method.

3. Click on the “Save and Continue” button to proceed to the next step.
3. Register Your Location—Part 1

SCCMO AlertMe can send alerts based on geographic location, as well as County-wide. You can register as a resident or business and can enter up to five locations.

- “Location Name” is your own personal identifier for the location(s) you enter into the system. For example, “Home,” “Work,” “Son’s School.”
- You can also enter home and work locations. For example, if a resident lived in St. Charles and worked in Wentzville, he or she could enter their home address as a location and their work address as another location.

After entering the location, click on the “Verify This Address” button to proceed to the next step.
3. Register Your Location—Part 2

The location you enter will appear on a map on a new window. You will be asked to select/verify if the address and location on the map appears correct.

If your location is correct and appears on the list, select the circle in front of the address and then click the “This is my location” button in the lower right hand corner of the screen to proceed to the next step.

If your location does not appear on the list or is not correct, select the circle in front of “None of these looks right.” Then, either click “Show us—drag the pin to your location” and move the gray pin on the map, or select “Continue anyway—use the address as entered.” After making your selection, click “This is my location” button in the lower right hand corner of the screen to proceed to the next step.
3. Register Your Location—Part 3

After verifying your location, it will appear under My Locations. From this window, you can add another location or edit/delete/view a map of your locations. Click the “Save & Continue” button to proceed to the next step.
4. Select Your Subscriptions

Check the box next to SCCMO Alert Me Subscription Categories and click on the circle next to it to see the County departments that have notifications available to subscribe. Then, click on the circle next to each department/division to see the specific alerts available to subscribe.

All items will be checked by default when you check the box next to SCCMO Alert Me Subscription Categories. If you do not want to subscribe to a particular alert, check the box next to it.

When finished making your subscription selections, click on the “Save & Continue” button to proceed to the next step.
5. Review Your Information

Double check that your profile, location, and subscription information is correct and make any edits if necessary by clicking on the “Edit” link in the upper right corner of the “My Profile,” “My Locations,” and/or “My Subscriptions” area. Click on “Finish” to complete.
6. You’re Finished!

Your profile is now complete. When logging in to SCCMO AlertMe in the future, you will be immediately directed to your profile screen. From here, you can make updates to contact information, locations and subscriptions.

Please note that notifications will not be housed in your account—alerts will only be sent via the contact methods listed under “My Profile.”

When finished, click on the “Logout” link in the gray bar at the top of the screen to sign out of your account.

Thank you for registering for SCCMO AlertMe! For questions, please email publicinfo@sccmo.org.