



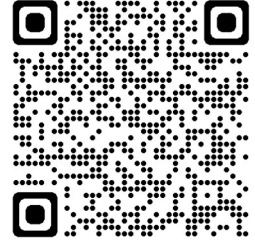
## RESIDENT ALERT SIGN-UP INSTRUCTIONS – OPT-IN FOR THE CITY OF BRAIDWOOD

Go to [www.braidwood.us](http://www.braidwood.us)

Click on the Resident Alert button



Scan The QR Code  
For The Registration Page



Click on “Sign Up” button to add your information to this notification system.

You will be asked to create an account:

- Create a Username and Password
- 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
- Enter a Registration Email Address. This address is used to send temporary passwords, if you forget your credentials.
- Accept the Terms of Use by checking the box
- Click “Create Your Account”

### Complete Your Profile

After creating your user name and password, you’ll be brought to a page where you can complete your profile. This is where you enter your personal information, including First Name, Last Name and Registration Email.

Next, you will select how you want to receive alerts. Options may include SMS text messages, email, mobile phones, landlines, or a mobile application for Android and iOS devices. The order you set these contact paths will be the order we will try and reach you in the event of an emergency.



### **You can register as a resident or business**

Use your company name for first and last name if registering a business.

### **Enter any Locations You Care About**

We send alerts based on a geographical location on a map. Insert up to five addresses for which you want to receive an alert if the location is affected by an incident or upcoming event.

**IMPORTANT** - If the address you provided is not in our database of known addresses for our jurisdiction, you will be presented with other options to add your address into this system, including: selection from a list of suggested addresses, or dropping a pin to select your location on the map (Microsoft Silverlight plug-in is required). You will not receive any location based alerts if you do not provide a complete address.

### **Sign Up for Alerts You Care About**

You'll be presented with various alert subscriptions to sign up for. These could be important community alerts, transportation alerts, etc.

- **Announcements** - May inform you of scheduled water and sewer repairs. Messages may also inform you of scheduled street closures, resurfacing projects, and parking bans.
- **Notices** - May consist of community information regarding upcoming festivals, changes in garbage pick-up, and community press releases.
- **Public Safety Non-Emergency Information** - May include messages from local officials with information about crime prevention information, public safety events, neighborhood crime alert information, and fire hydrant testing.

### **Congratulations!**

Once you have finished and saved your account, you have successfully signed up.

If you have any questions, go to [www.braidwood.us](http://www.braidwood.us).

### **No Computer or Smartphone? No Problem!!**

Paper registration forms are available at Braidwood City Hall. Stop by and fill one out. You will be added to the network.