

# Sign Up Process

Residents can sign up for Alert Iowa online through an online portal. Go to the [Polk County EMA webpage](#), or to [Smart911.com](#) to sign up.

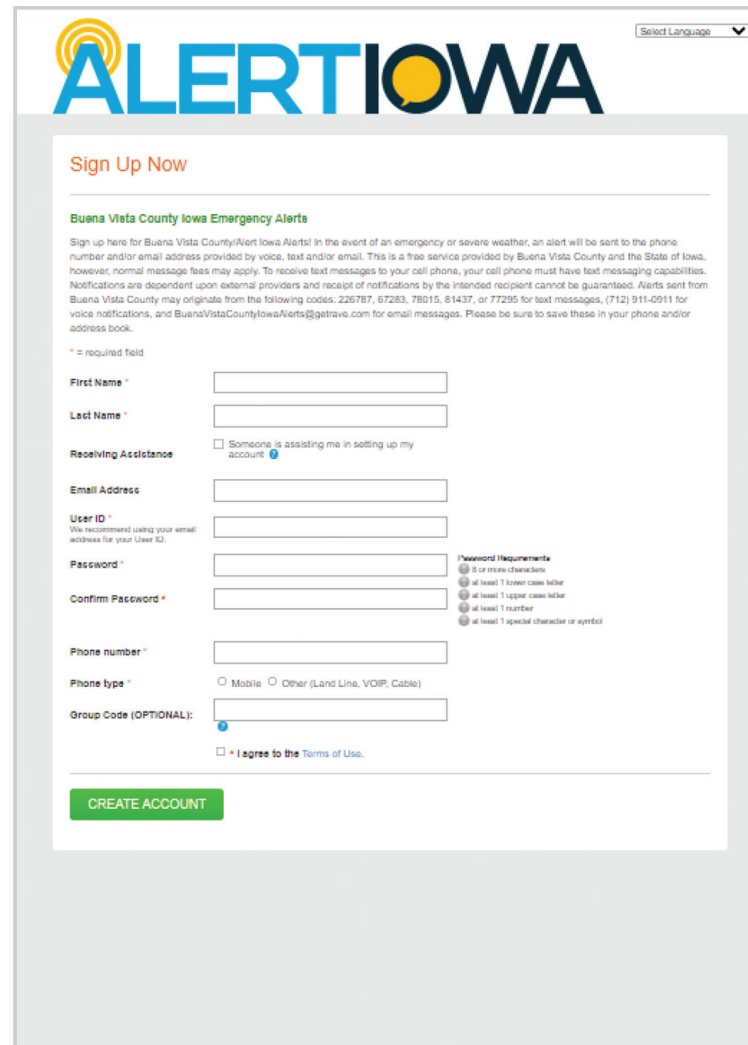
Once you are at the sign up page you will be asked to create an account.

## You must provide:

- Your name
- Phone Number
- And create a username and password

Your e-mail address is optional.

The system also allows you to designate someone who will provide assistance in setting you up and managing your account. If you choose this option the person assisting will get reminders to update your information on an annual basis.



The screenshot shows the 'Sign Up Now' page for Alert Iowa. At the top is the 'ALERT IOWA' logo with a yellow speech bubble icon. Below the logo is a 'Select Language' dropdown menu. The main heading is 'Sign Up Now'. Underneath is a section titled 'Buena Vista County Iowa Emergency Alerts' with a paragraph of text explaining the service. Below this is a form with various fields: 'First Name \*', 'Last Name \*', 'Receiving Assistance' (with a checkbox for 'Someone is assisting me in setting up my account'), 'Email Address', 'User ID \*' (with a note 'We recommend using your email address for your User ID'), 'Password \*', 'Confirm Password \*', 'Phone number \*', 'Phone type \*' (with radio buttons for 'Mobile' and 'Other (Land Line, VOIP, Cable)'), and 'Group Code (OPTIONAL):'. There is also a 'Password Requirements' section with icons for: 8 or more characters, at least 1 lower case letter, at least 1 upper case letter, at least 1 number, and at least 1 special character or symbol. At the bottom of the form is a checkbox for 'I agree to the Terms of Use.' and a green 'CREATE ACCOUNT' button.



[alert.iowa.gov](http://alert.iowa.gov)



Select Language

Already have an account?

Sign In

### Do you want to provide an Email address?

We see you did not provide an Email address. We will only use your Email address to remind you to keep your account up-to-date and help you retrieve a forgotten User ID or Password. Which of the following applies to you?

#### I want to provide an Email address.

Add your Email address now and continue.

Email Address

CONTINUE

#### I'd like to skip this step

Continue without providing an Email Address.

[Skip](#)

## Adding an Email

Once you create your account the next few pages will review your personal information.

If you choose to not include an email you will be asked to verify. If you entered in a mobile number, you will be asked to verify the carrier by a call.

## Adding an Address

You will then be asked to enter an address. This is needed to confirm which alerts you will be offered.

*Note: You can add multiple address in different counties in your profile in a later step.*



Select Language

Already have an account?

Sign In

### Enter Address

Please enter your address below. This helps us determine which services are available in your area.

\* = required field

Address Type \*

- Select Address Type -

Street \*

Street address only - no PO box.

City \*

State \*

Select a State

Zip \*

CONTINUE



Select Language ▼

Hi, Allie | Sign Out

Profile Account Settings FAQ

## Alerts

Please set your preferences by checking all options that you wish to enable.

### Notification Preferences

Select the notification(s) you want to receive. We recommend you select all provided communication methods, as not all alerts will be sent via all methods or preferred languages.

Select the contacts you want to receive alerts.

I prefer to receive alerts in:

☒ 562 820-3704 (Mobile)

English ▼

### Notification

Text Voice Email

- ☒ Emergency Notifications from Madison County Alerts
  - ☒ Excessive Heat Warning
  - ☒ Severe Thunderstorm Warning
  - ☒ Winter Storm Warning
  - ☒ Tornado Warning
  - ☒ Wind Chill Warning
  - ☒ Flash Flood Warnings
  - ☒ Bridge Festival Receive emergency alerts during the Madison County Covered Bridge Festival.
  - ☒ Bevington Community Opt-in Select to receive non-weather related alerts from this community.
  - ☒ Earlham Opt-in List Select to receive non-weather related alerts from this community.
  - ☒ East Peru Opt-in List Select to receive non-weather related alerts from this community.
  - ☒ Macksburg opt-in List Select to receive non-weather related alerts from this community.
  - ☒ Patterson Opt-in List Select to receive non-weather related alerts from this community.
  - ☒ St Charles opt-in List Select to receive non-weather related alerts from this community.
  - ☒ Truro Opt-in list Select to receive non-weather related alerts from this community.
  - ☒ Winterset opt-in list Select to receive non-weather related alerts from this community.
  - ☒ Hinterland Receive emergency alerts during the Hinterland Musical Festival.
  - ☒ MadisonCOEMP Madison County Employee Notification
  - ☒ Big Country Bash

SAVE

CANCEL

## Alerts

Once you verify your address, the next screen will display the alerts available in your county.

**Note:** The system automatically subscribes you to all alerts. To opt out, you can click on the blue check box next to the alert you do not want.

## Selecting Your Language

You can also choose the language of your choice for alerts. If your county translates their messages to that language, you will receive it in your preferred language. If they do not, the message will still be delivered in English

## Refining Your Alerts

You can also uncheck the box next to the first alert category to deselect all at once. You can then select the individual alerts and modes you prefer.



Select Language ▼

Hi, Allie | Sign Out

Profile Account Settings FAQ

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SAVE

CANCEL

## People & Medical Information

You can add multiple people under one account, making this a great way to sign up a whole household. If you opt-in to provide your personal information, such as personal medical, access, and functional needs information. Polk County can use this information to send preemptive messaging to groups who may need extra time to evacuate, or rely on generators.

## Account Settings

You can update your password, profile update reminders, and account assistant information in the Account Settings tab.

## Select Your Preferred Language



## Addresses

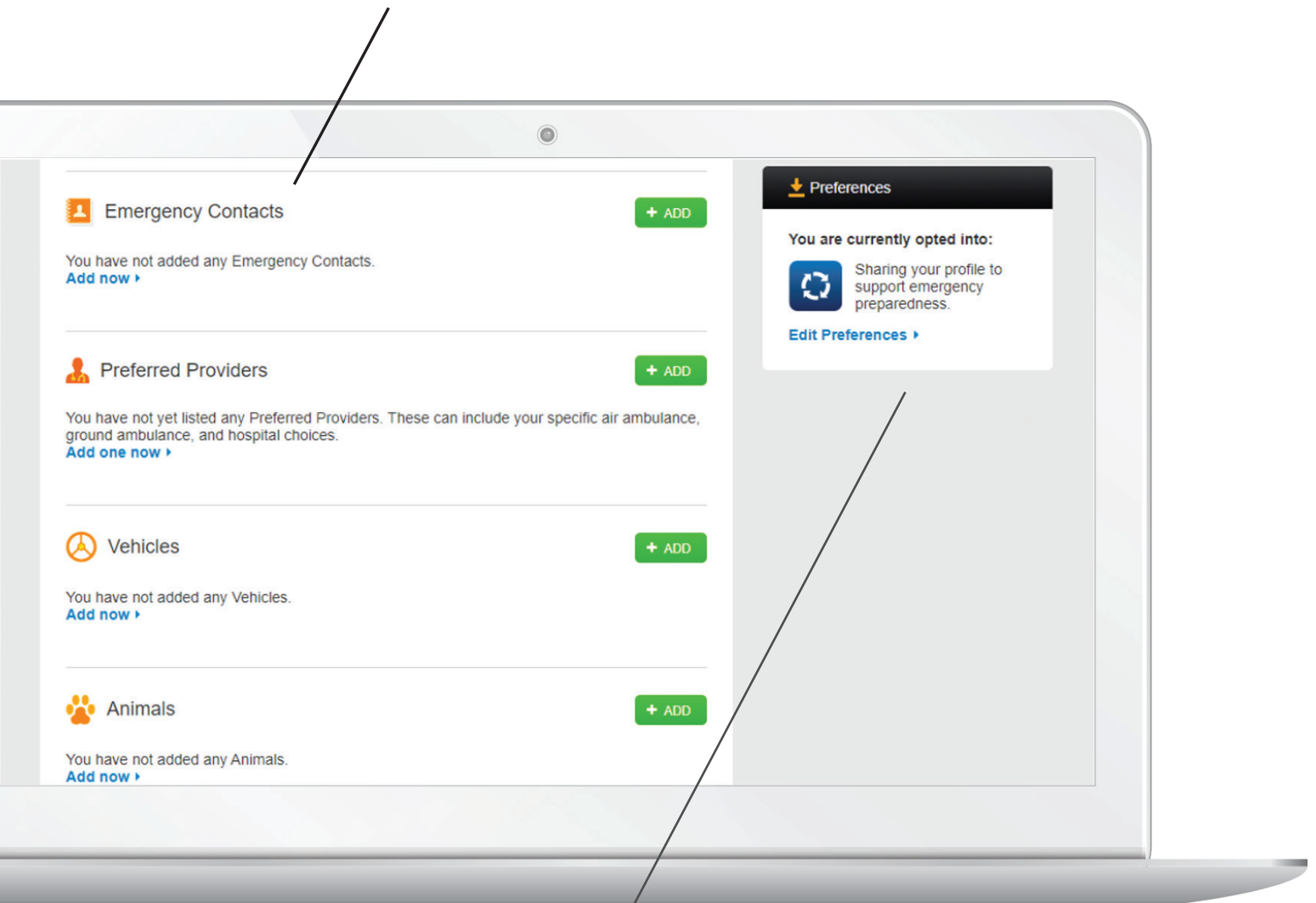
The system allows for multiple addresses across counties. The addresses provided will activate which alerts you have the ability to opt into.

## Alerts

Your main page tells you which alerts you are subscribed to and which alerts you are eligible to add. You can update your preferences any time through the Alerts Tab in the toolbar located at the top of the page. You can also provide personal information to assist first responders under preferences.

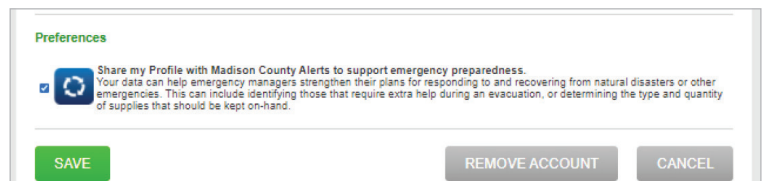
## Other Account Information

You can populate information about emergency contacts, preferred providers, vehicles and animals in your household. Polk County can use this for response and recovery efforts and in their 911 emergency communications centers when you place a call.



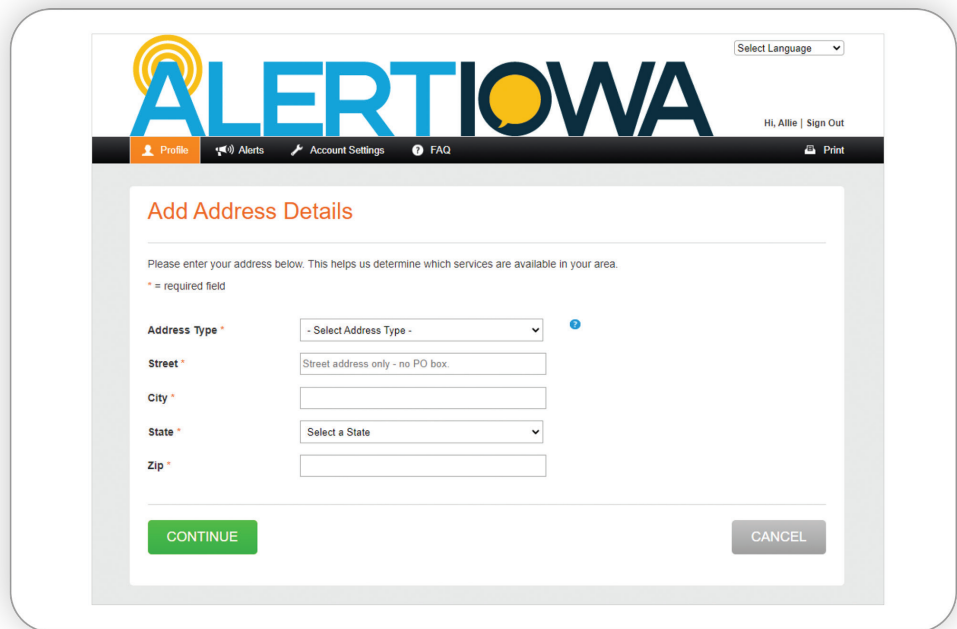
## Preferences

You can manage the option to provide personal information to assist in response, evacuation, and recovery efforts under "Preferences".



## Additional Information

You can add additional addresses and phone numbers to your profile.



The screenshot shows the 'Add Address Details' form on the ALERTIOWA website. The header includes the ALERTIOWA logo, a language selection dropdown, and user information 'Hi, Allie | Sign Out'. The navigation bar contains links for Profile, Alerts, Account Settings, and FAQ, along with a Print button. The form title is 'Add Address Details'. Below the title, a message states: 'Please enter your address below. This helps us determine which services are available in your area.' A note indicates that an asterisk (\*) denotes a required field. The form fields are: 'Address Type' (a dropdown menu with '- Select Address Type -'), 'Street' (a text input field with a placeholder 'Street address only - no PO box.'), 'City' (a text input field), 'State' (a dropdown menu with 'Select a State'), and 'Zip' (a text input field). At the bottom of the form are two buttons: a green 'CONTINUE' button and a grey 'CANCEL' button.



The screenshot shows the 'Add Your Phone' form on the ALERTIOWA website. The header and navigation bar are identical to the previous form. The form title is 'Add Your Phone'. Below the title, a message states: 'Please enter your phone number below. This helps us determine which services are available in your area.' A note indicates that an asterisk (\*) denotes a required field. The form is divided into two sections: 'Phone Details' and 'Associate This Phone'. The 'Phone Details' section includes: 'Phone number' (a text input field), 'Phone type' (radio buttons for 'Mobile' and 'Other (Land Line, VOIP, Cable)'), 'Receive notifications on this phone?' (radio buttons for 'Yes' and 'No'), and 'Receive profile update reminders on this phone?' (radio buttons for 'Yes' and 'No'). The 'Associate This Phone' section includes: 'This phone is usually at:' (a dropdown menu) and 'This number is normally used by:' (a checkbox labeled 'James Doe'). At the bottom of the form are two buttons: a green 'SAVE AND CONTINUE' button and a grey 'CANCEL' button.