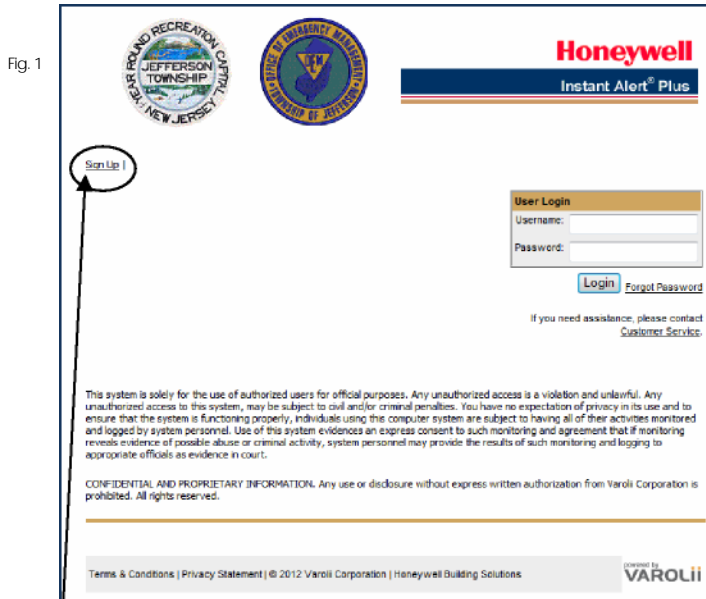


INSTRUCTIONS FOR JEFFERSON TOWNSHIP RESIDENTS TO REGISTER FOR INSTANT ALERT

READ ALL INSTRUCTIONS COMPLETELY BEFORE TAKING THE FIRST STEP

1. Go to <https://iaplus.honeywell.com/JeffersonAlert/> where the screen below (Fig. 1) will be Displayed.



2. Click the '**Sign Up**' link in the upper left hand corner and the screen below (Fig. 2) will be displayed requiring you to provide your first and last name, choose a *User Name* and *Password*, provide and confirm your email address, and choose your time zone, which should already display "Eastern(US)."

Fig. 2

3. In the **Password Recovery Information** section, choose a security question or create your own and type in the answer. This can be used in the future to reset your password if you forget it.
4. Click '**Register**.' You will then receive an e-mail with a registration link and instructions that will allow you to activate your account.

5. Check your email for the Activation link. Click the Activation link in the email to be brought to the Activation page where you will have to login with your User Name and Password that you chose during the first Registration step. Then click “Activate Account.”
6. Once your account is activated, you will be brought to the “My Contact Information” page shown below (Fig. 3), where you can fill out your contact information. Skip over the Administrators Only area and go to the end of the page and click “**Edit Address**” so you can enter your street address (which must be in Jefferson Township).

Be sure to click the “**Save**” button (top or bottom of the Contact Information page) to ensure your address information is saved.

Fig. 3

My Contact Information

Use this page to enter your personal contact information to receive alerts from Honeywell SmartAlert Plus. Click the **Save** button to ensure your contact information is correct, click the **Quick Test** button.

*Required Field

Quick Test Save Cancel

Account Information

User Name: TestAccount

First Name: First Name

Last Name: Last Name

Company:

Time Zone: (GMT -05:00) Eastern(US)

NOTE: Set the time zone for receiving notification messages.

Custom Fields

Alerts

In Addition to Emergency Messages I would like to receive the following type of alerts:

Recreation Department Messages: [dropdown]

Special Event and General Information (Email Only): [dropdown]

Water Utility Messages: [dropdown]

Phone

Work Phone(s): [input]

Home Phone(s): [input]

Cell Phone(s): [input]

Work Fax(s): [input]

Email

Work Email(s): emailaddress@gmail.com

Home Email(s): [input]

Wireless

SMG(s): [input]
(one email address or cell phone number)

Alpha Pager(s): [input]

Alpha Pager Carrier(s): (none) [dropdown]

Administrators Only Reporting Devices

Reporting Email 1(s): [input]

Reporting Email 2(s): [input]

Reporting Email 3(s): [input]

GIS Addresses

Home

Address Line 1: [input]

Address Line 2: [input]

City: [input]

State/Province/Region: [input]

ZIP/Postal Code: [input]

Country: [input]

*Required Field

Quick Test Save Cancel

7. If you click the “**Quick Test**” button at the bottom of the “Contact Information” page, you will be able to send a test message to any of the devices you listed (i.e., email, cell phone, fax machine).