



## AlertMe User Guide

### NEW USERS

**Step 1:** Click **Register here**

**Step 2:** Fill in the required fields and click **Register**

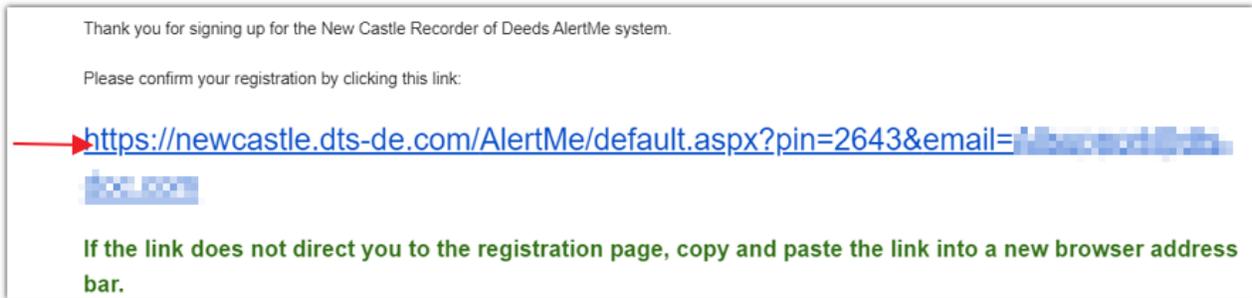
The image shows the AlertMe login page. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" and "Password". Below these fields are buttons for "Log In" (with a question mark icon) and "Forgot password?". Below that, the text "Don't have an account?" is shown, followed by a yellow "Register here" button. A red arrow points to this button. At the bottom, there is a note: "For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com".

The image shows the AlertMe registration page. At the top, there is a blue header with a lock icon and the text "Register for AlertMe". Below the header, the text "To register, please complete the below information." is displayed. There are five input fields: "Email", "Retype Email", "First Name", "Last Name", and "Password" (with an eye icon). Below these fields is a grey "Register" button with a question mark icon. A red arrow points to this button. Below the "Register" button, there is a link "Do you already have an account?" and a "Log In here" button.

**Step 3:** You will receive the message below if the user was created successfully. Click **OK** and check your email inbox to finalize the registration process. Note: You may need to check your Spam folder.

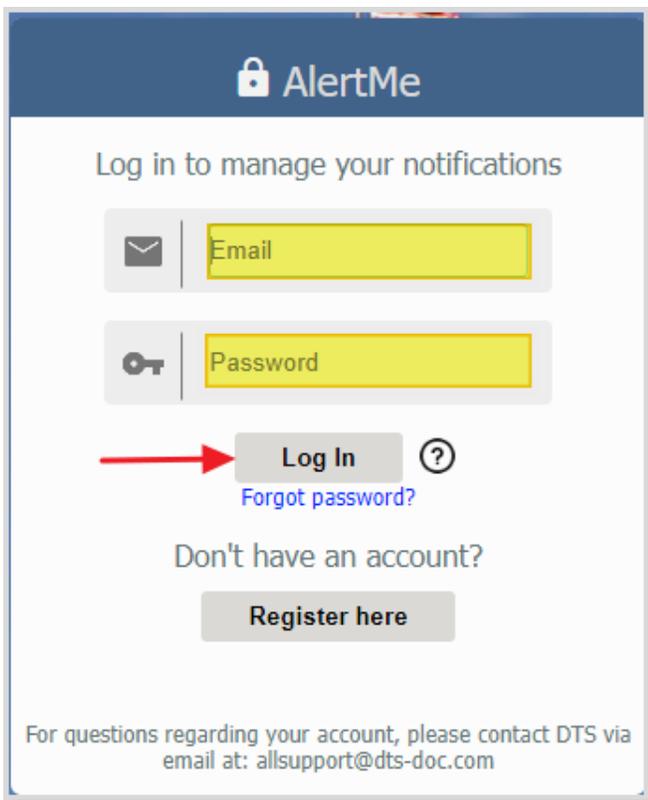
The image shows a success message in a white box with a grey border. The text reads: "newcastle.dts-de.com says" followed by "User Created. Please check your email for your activation link." Below the text is a blue "OK" button. A red arrow points to this button.

**Step 4:** You will receive the email notification below. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in per Step 5.



**Note:** If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

**Step 5:** Enter your email and password and click **Log In**



**Step 6:** Upon logging in, you will be directed to the Manage Notifications page.

AlertMe  
Welcome [email address]

### Manage Notifications

Sign Out

**Add a new Notification (names you would like to receive alerts for)**

Add as many name variations below as necessary to ensure you receive the notifications expected. Note that including a middle name could exclude notifications that include a middle name; but if you have a common first and last name it can help reduce unnecessary notifications. For company names, enter the company name only (omit LLC, INC, Corp, etc.) Do not use punctuation.

Last Name or Organization    First Name    Middle Name    Create Notification

**Current Notifications**

Delete	Date	Last	First	Middle
Notification Table Empty				

**Emailed Notifications History**

Date Sent	Instrument	Doc Type	Last	First Middle
Notification History Table Empty				

**Add new notifications** by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

**Current Notifications** displays the active notifications you will be emailed about. (This table will be empty for new users.)

**Emailed Notifications History** section displays email alerts history previously sent.

**Change Password** by clicking the Text Alerts gear and selecting **Change Password**. Enter your current password, new password and **Submit**.

AlertMe  
[email address]

Change Password

Sign Out

**Change Password**

Current Password: [Current Password] [eye icon]

New Password: [New Password] [eye icon]

Submit

Once finished, click the sign out button at the top right and you will be directed back to the login page.