



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

The image shows the AlertMe login and registration page. At the top, there is a blue header with the AlertMe logo. 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 two buttons: "Log In" and "Forgot password?". Below the "Log In" button is the text "Don't have an account?". A red arrow points to the "Register here" button. At the bottom, there is a footer with the text "For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com".

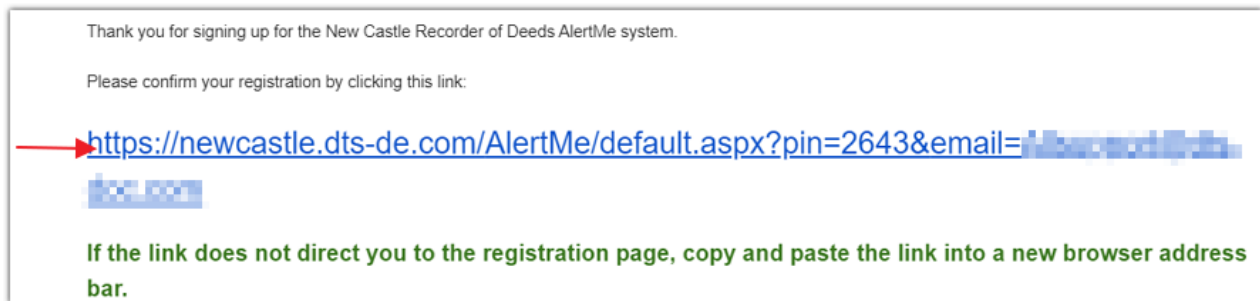
Step 2: Fill in the required fields and click **Register**

The image shows the AlertMe registration form. At the top, there is a blue header with 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". Below the "Password" field is a red arrow pointing to the "Register" button. At the bottom, there is a footer with the text "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 message box with the text "newcastle.dts-de.com says" and "User Created. Please check your email for your activation link." Below the text is a blue button with the text "OK". A red arrow points to the "OK" 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**

A screenshot of the AlertMe login page. The header is a dark blue bar with a white padlock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" with an envelope icon and "Password" with a key icon. A red arrow points to the "Log In" button, which is a grey rectangle with a question mark icon to its right. Below the "Log In" button is a blue link "Forgot password?". Below that is the text "Don't have an account?" and a grey button labeled "Register here". At the bottom, there is a footer text: "For questions regarding your account, please contact DTS via email at: allsupport@dots-doc.com".

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

AlertMe
Welcome [username]

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

Change Password

Sign Out

Change Password

Current Password: Current Password

New Password: New Password

Submit

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