

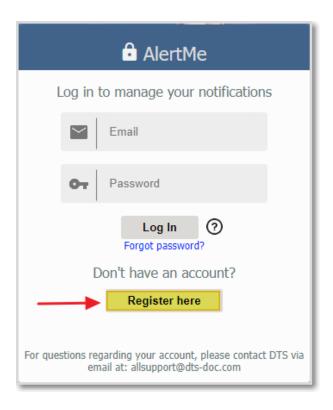




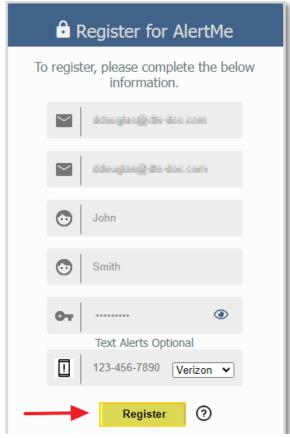
AlertMe User Guide

NEW USERS

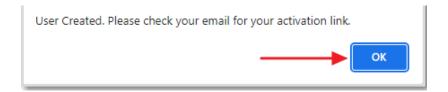
Step 1: Click Register here



Step 2: Fill in the required fields and click Register



Step 3: You will receive the message below if the user was created successfully. Click **OK** and proceed to your email inbox or Spam folder to finalize the registration process. You should receive an email from LucasAlertMe@gmail.com. This email is to verify the address and provide an activation link. If the user does not get an email, please have them check their spam/junk folder. If no email is ever received you can send an email to allsupport@dts-doc.com.



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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.

Thank you for signing up for the Lucas County Recorder AlertMe system.

Please confirm your registration by clicking this link:

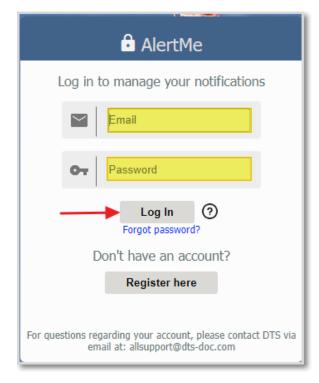
https://lcapps.co.lucas.oh.us/alertme/default.aspx?pin=3146&email=

If the link does not direct you to the registration page, copy and paste the link into a new browser address bar.

Please e-mail or call us if you require any assistance.

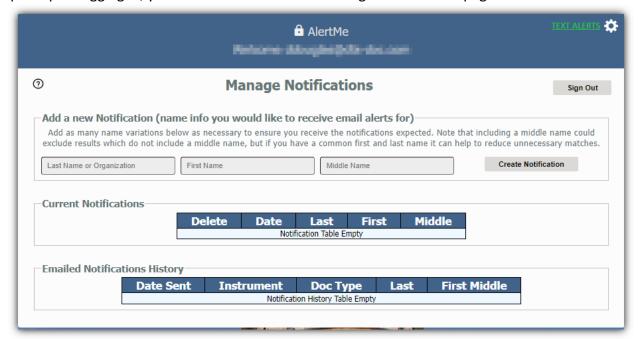
Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

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



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



Add a new notification 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**.



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Add or Update Mobile Alerts by clicking Text Alerts and entering the required information then clicking Submit.



You will receive a pop-up message in the upper right corner of the screen verifying the update.



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

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