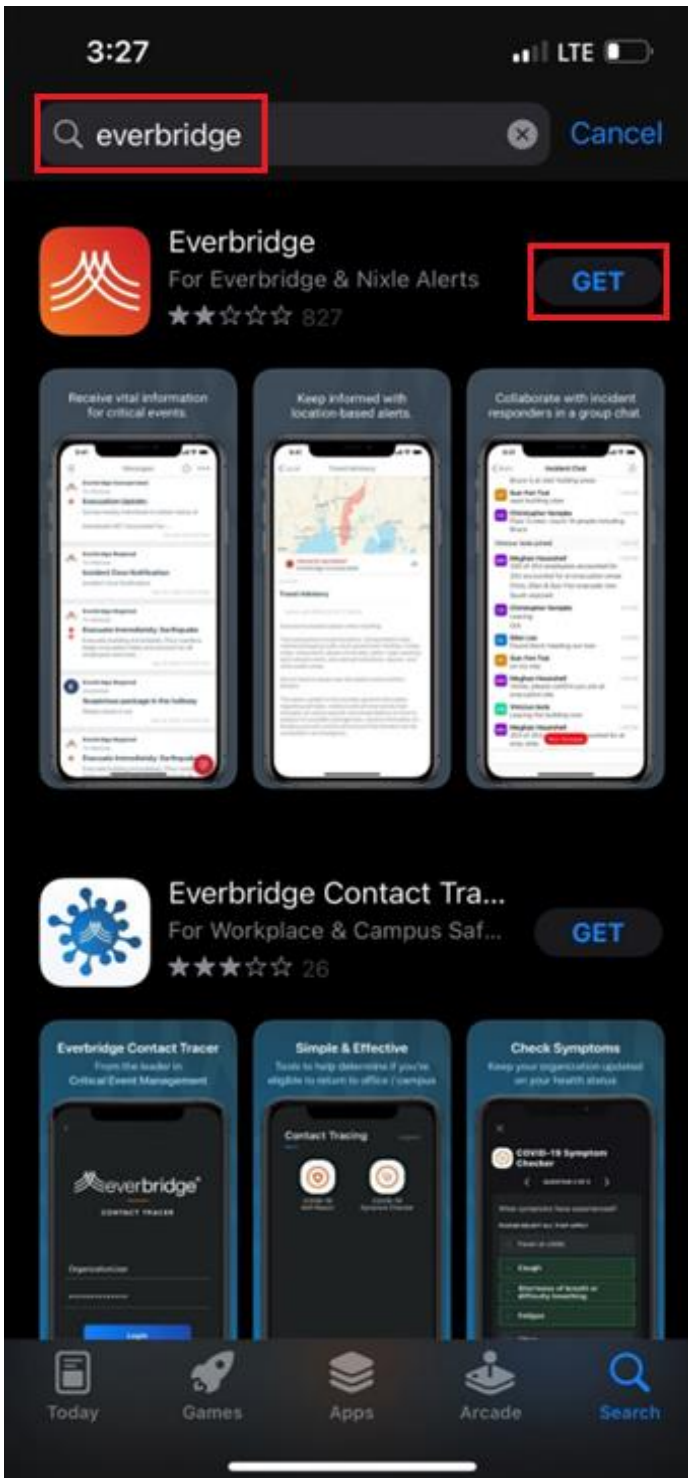
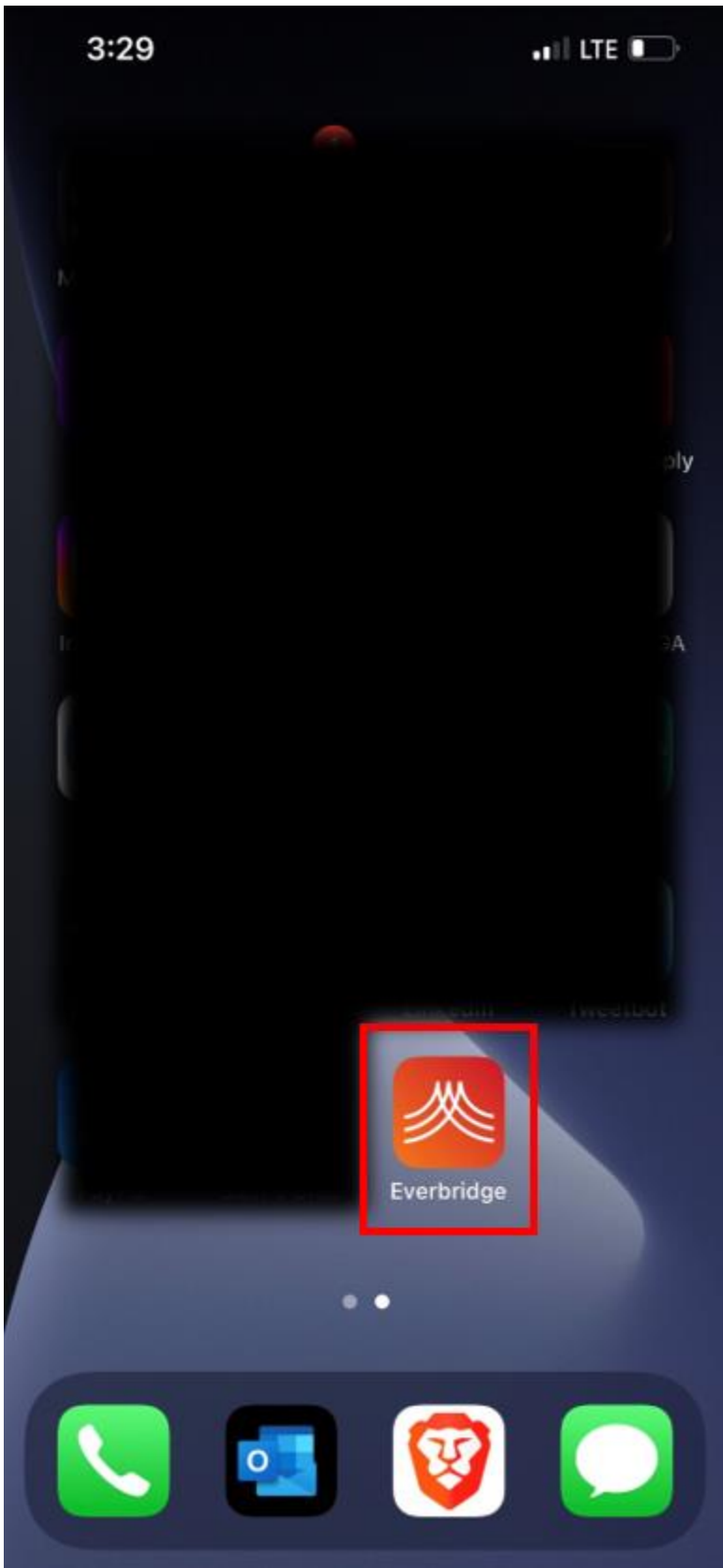


# How to Create an account on EverBridge and subscribe to City of Marietta Alerts

Open the App Store on your iPhone or Android, search for **Everbridge** and install it.

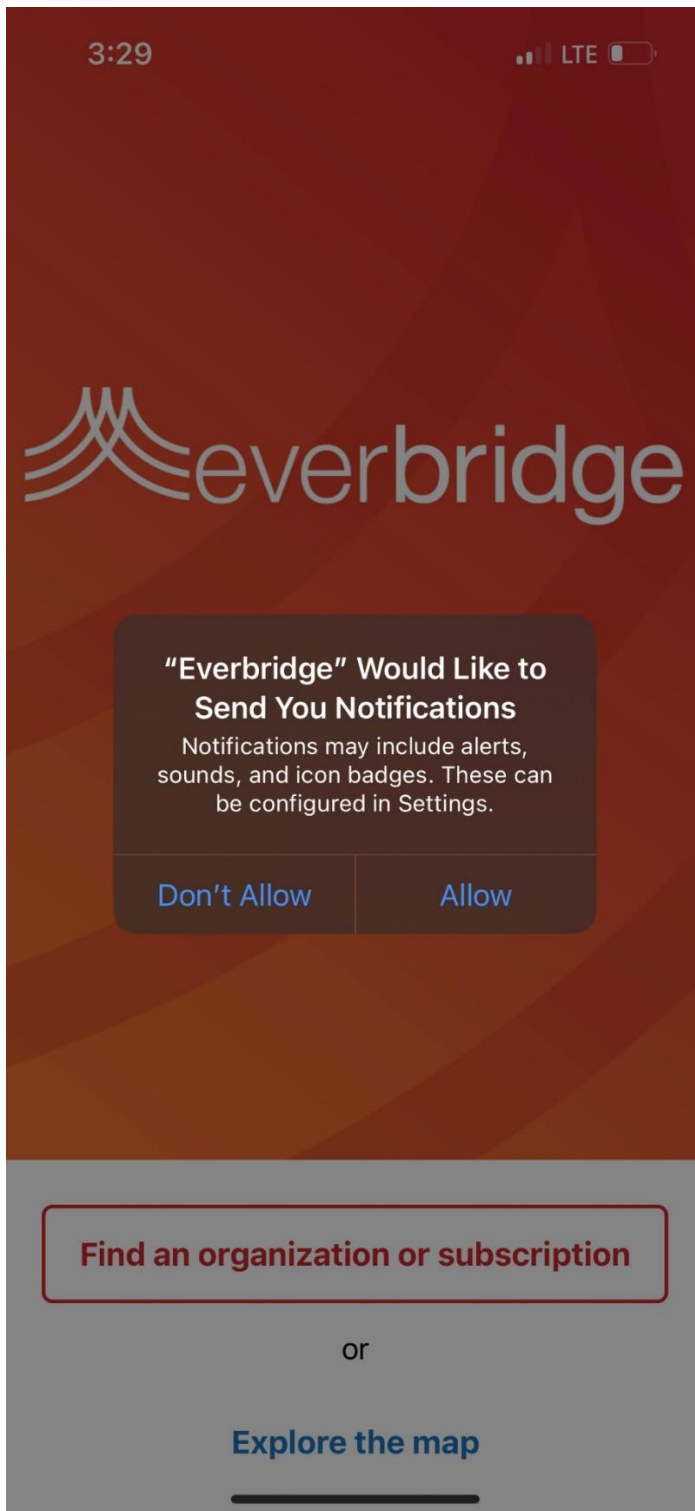


Once the application has been installed, you should have an icon. Find the icon and open the application:

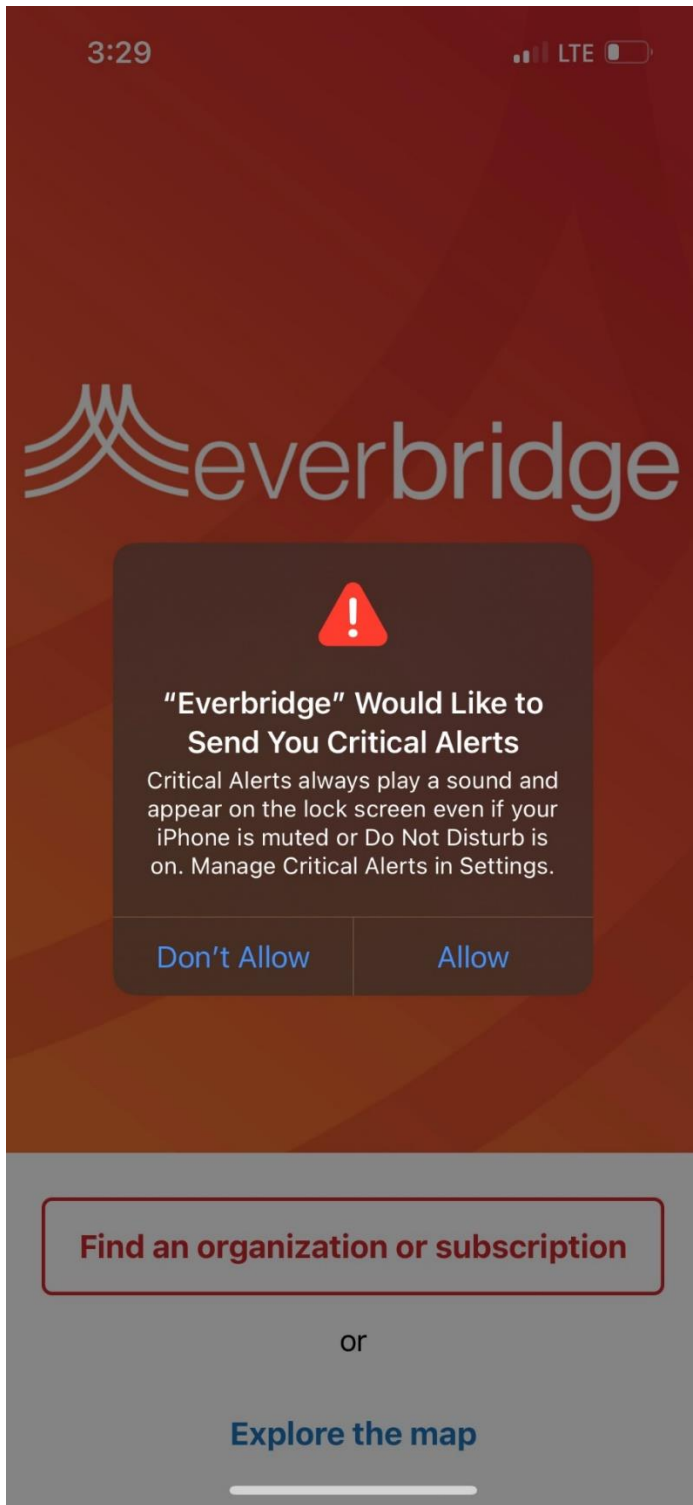


Upon opening the application for the first time, you might be prompted to allow the application to send you notifications. Tap **Allow**.

Allow Notifications



## Allow Critical Notifications



Next, tap 'Find an organization or subscription'.



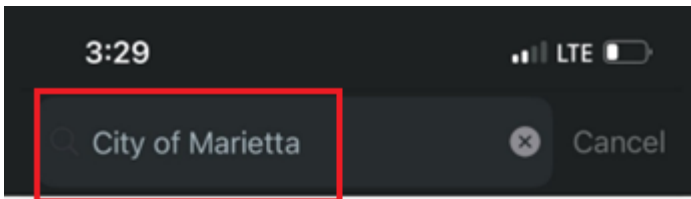
**Find an organization or subscription**

or

**Explore the map**

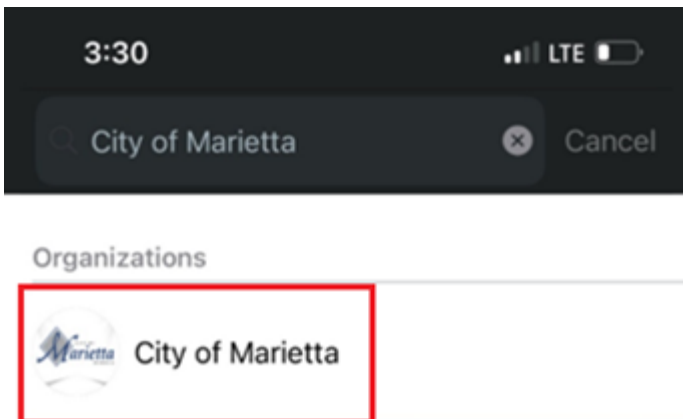


Search for **City of Marietta**.



Use at least three characters in your search.


When found, tap on **City of Marietta**.



When subscribing, you will be required to create an account.

**Enter in your information**, create a **username**, **password**, **secret question** and accept the **Terms of Use**. Tap **Done** at the top right.

Back      Sign up      Done



**City of Marietta, GA**

[Already signed up? Login.](#)

Creating a profile takes just a few minutes. Remember your username and password so you can login in and change your information at any time.

Username      Required

Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (\_), and at symbol (@). No other characters or symbols are permitted at this time.

First Name      Required

Last Name      Required

Password      Required

Verify      Required

Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to !@#\$%^&\*().

Question      What is your maternal grandmother's maiden name?      >

Once your account has been created, the application will ask you to enter location and contact information. Here you will select your Time zone (Georgia is GMT -5) and be asked to update the contact methods.

**Using the arrows, you will want to Move 'EverBridge App' to the top of the list, making it the #1 contact method.**

< Back My Profile

### Here's how to contact me.

Move up or down to change the order.



- ▲ ▼ 1) Mobile Phone 1  
United States (470) [REDACTED]
- ▲ ▼ 2) Everbridge App  
Logged in
- ▲ ▼ 3) Business Email  
[REDACTED]@gmail.com
- ▲ ▼ 4) Personal Email  
email@email.com
- ▲ ▼ 5) Business Txt Msg  
United States Example (201)
- ▲ ▼ 6) Personal Txt Msg  
United States Example (201)
- ▲ ▼ 7) Mobile Phone 2  
United States Example (201)





Once you have completed updating your contact methods, tap **Save & Continue**.

< Back My Profile



5) Business Txt Msg

United States   Example (201



6) Personal Txt Msg

United States   Example (201

7) Mobile Phone 2



United States   Example (201

8) Desk Phone

United States   Example (201

Ext

9) Home Phone

United States   Example (201

**Save & Continue >**

By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt out.

After updating your Contact Methods, you are prompted to provide additional location information, and tap **Verify This Address**. The address is required to get Utility Notifications.

< Back My Profile

United States

\* Address

205 Lawrence St NE

Apt/Suite/Unit

City

Marietta

State/Province

Georgia

Postal Code

30060

Verify This Address

Skip this

After you enter in your contact methods and your location information you will be able to review the information and make changes before you complete creating your account.

Once you are satisfied that the information is correct, tap **Finish**.

< Back      My Profile

---

**Last Name:**  
[REDACTED]

**Registration Email:**  
jess [REDACTED]@gmail.com

**Time Zone:**  
America/Cayman

---

**Everbridge App:**  
Logged in

**Mobile Phone 1:**  
(470) [REDACTED]

**Personal Email:**  
jess [REDACTED]@gmail.com

**Business Email:**  
jess [REDACTED]@gmail.com

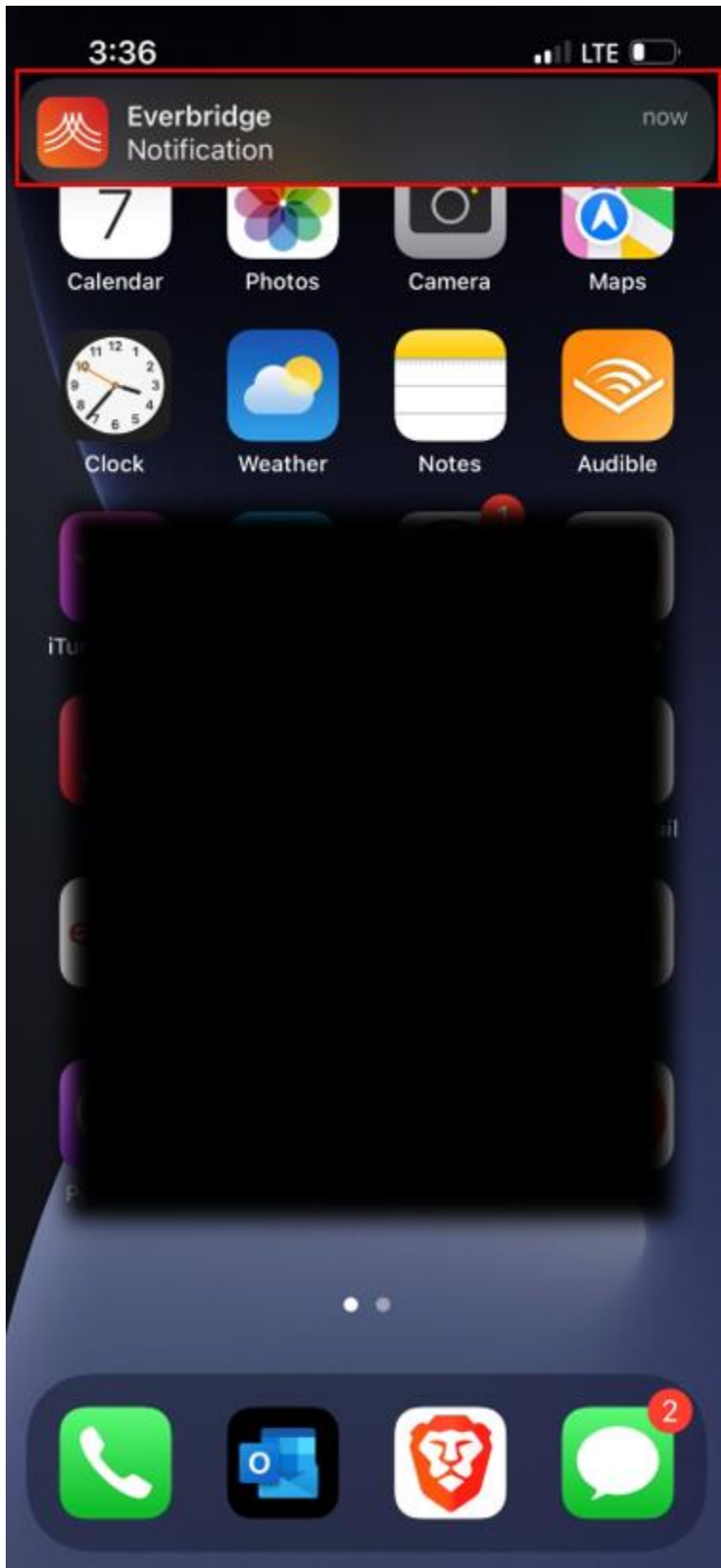
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**My Locations**      [Edit](#)

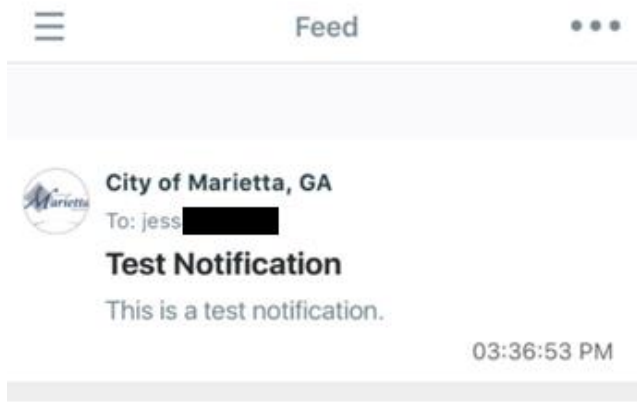
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**Finish**

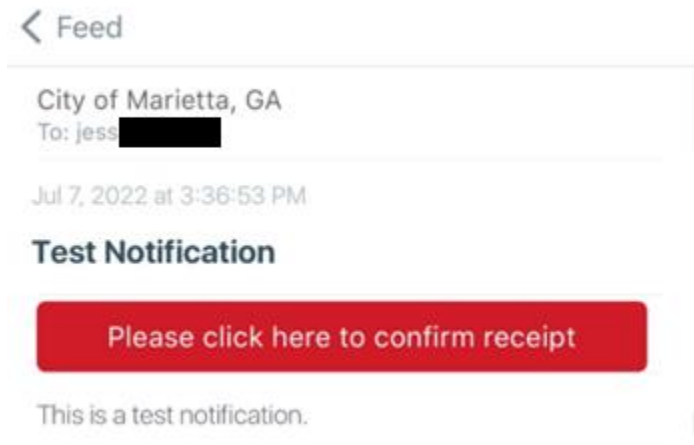
Now that your account has been created, you are logged into the Everbridge application and are able to receive push notifications. Here is an example of an alert:



In the application, your alerts will be listed. Tap the latest alert to display the alert message.



You will be prompted to acknowledge the alert, which lets the folks at the City of Marietta/BLW know that you have received the alert.



Confirmed: Alert Received

