# 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.
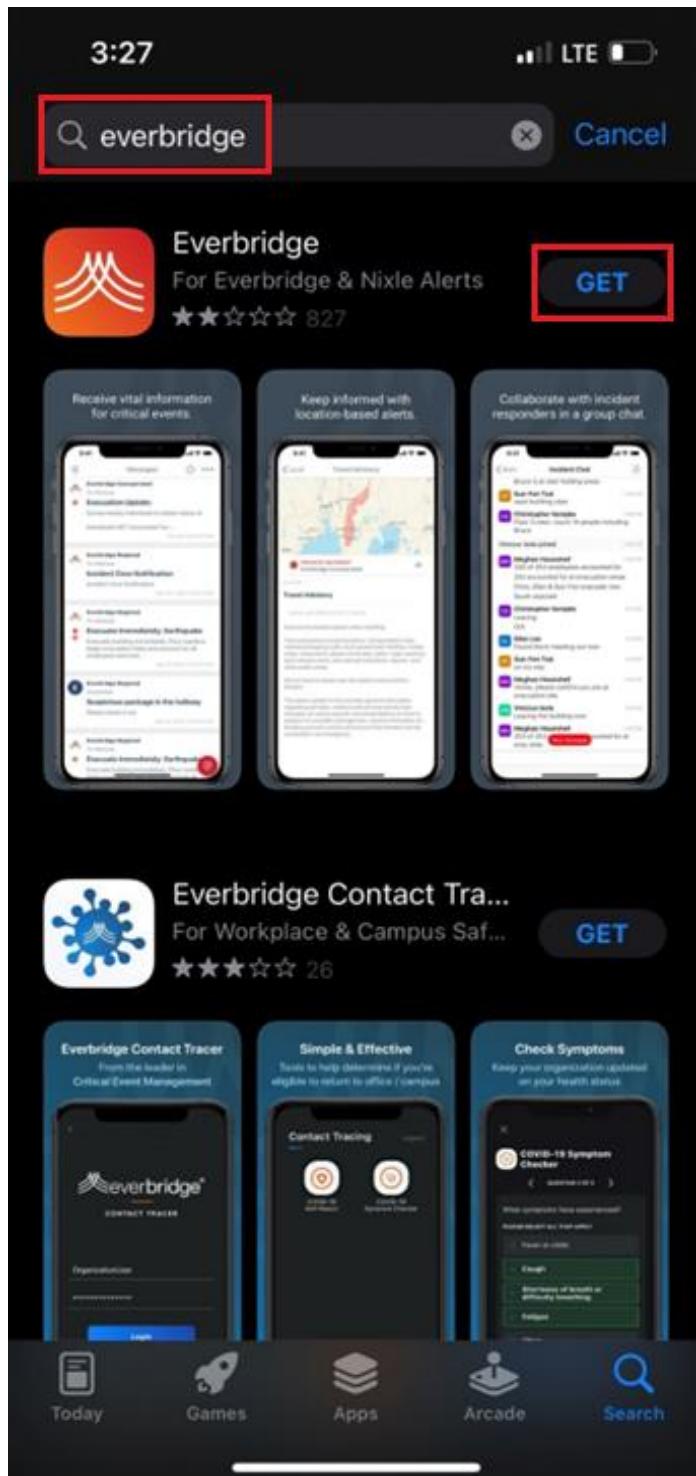
Once the application has been installed, you should have an icon. Find the icon and open the application:
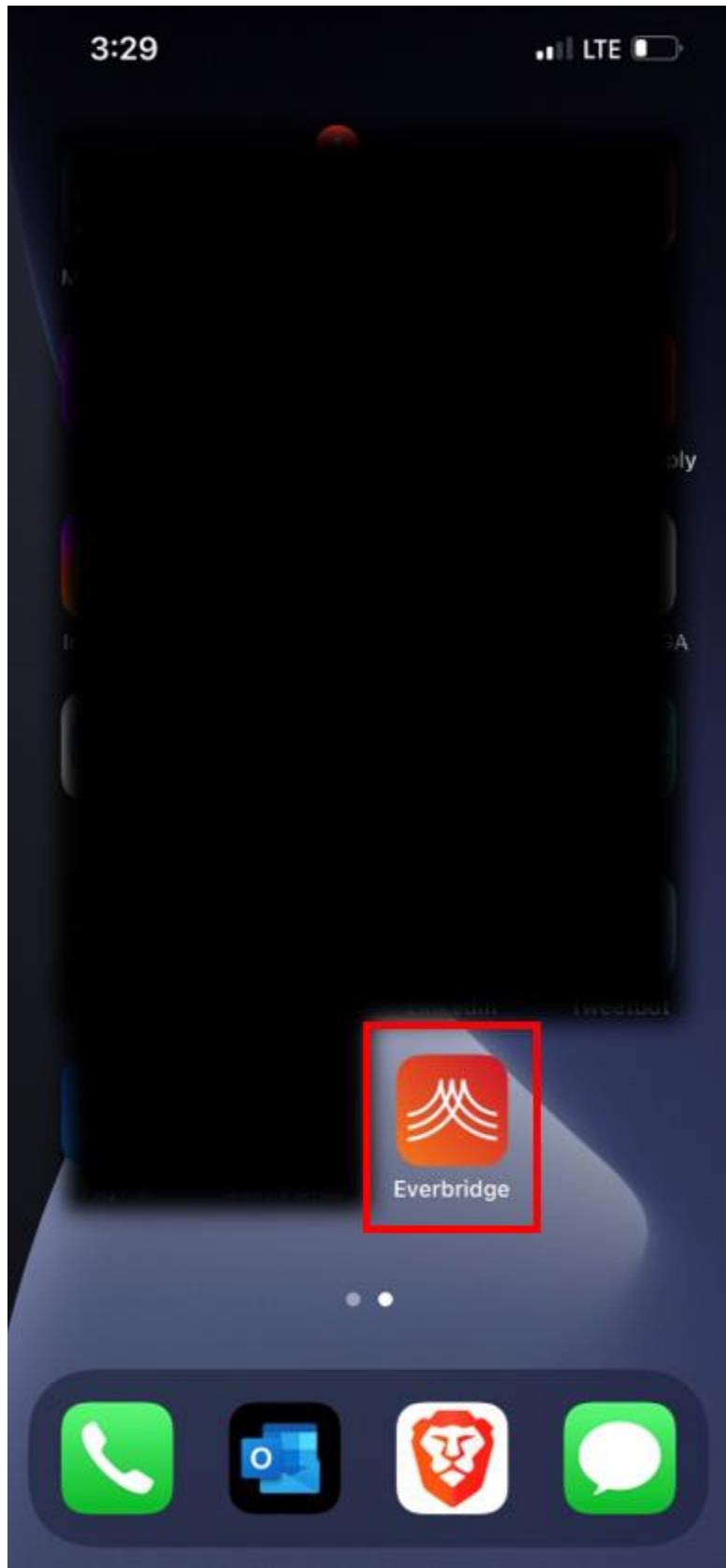
Upon opening the application for the first time, you might be prompted to allow the application to send you notifications. Tap **Allow.**

Allow Notifications
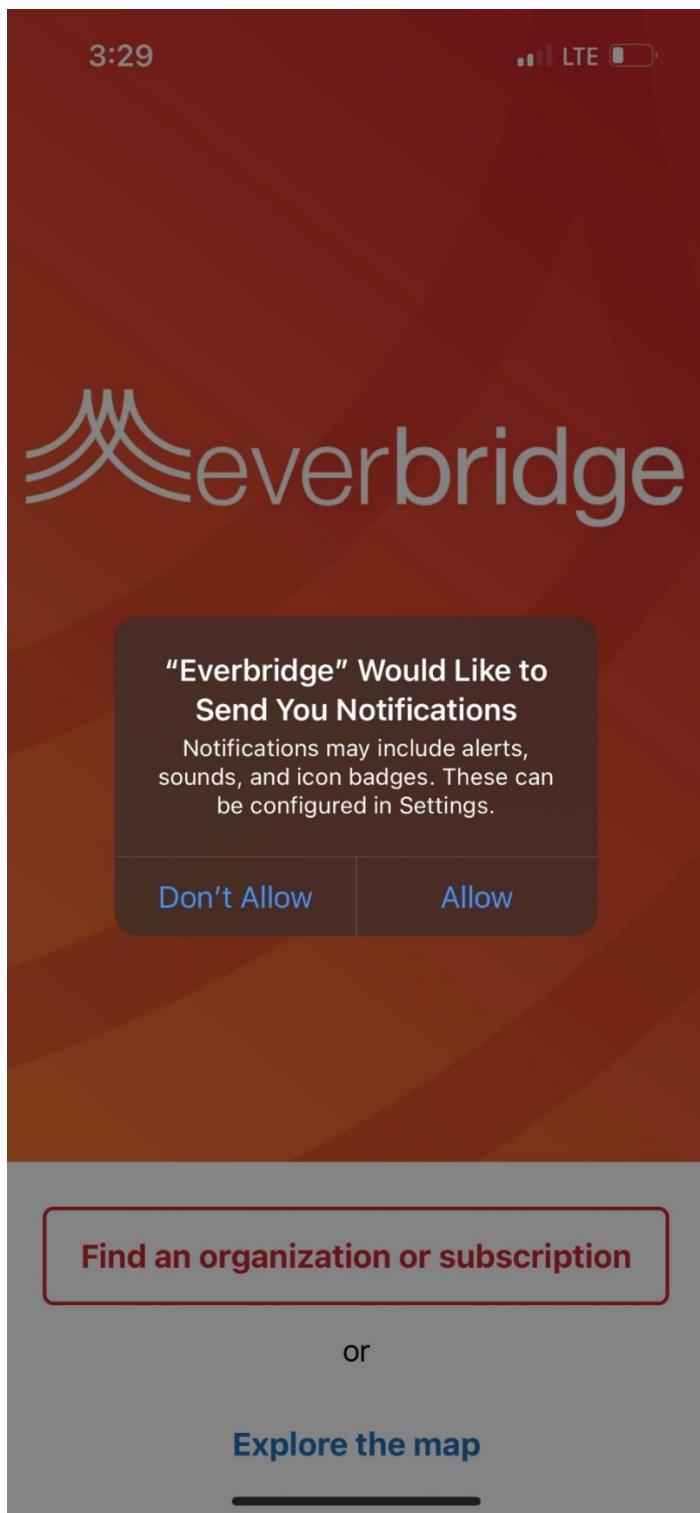
Allow Critical Notifications
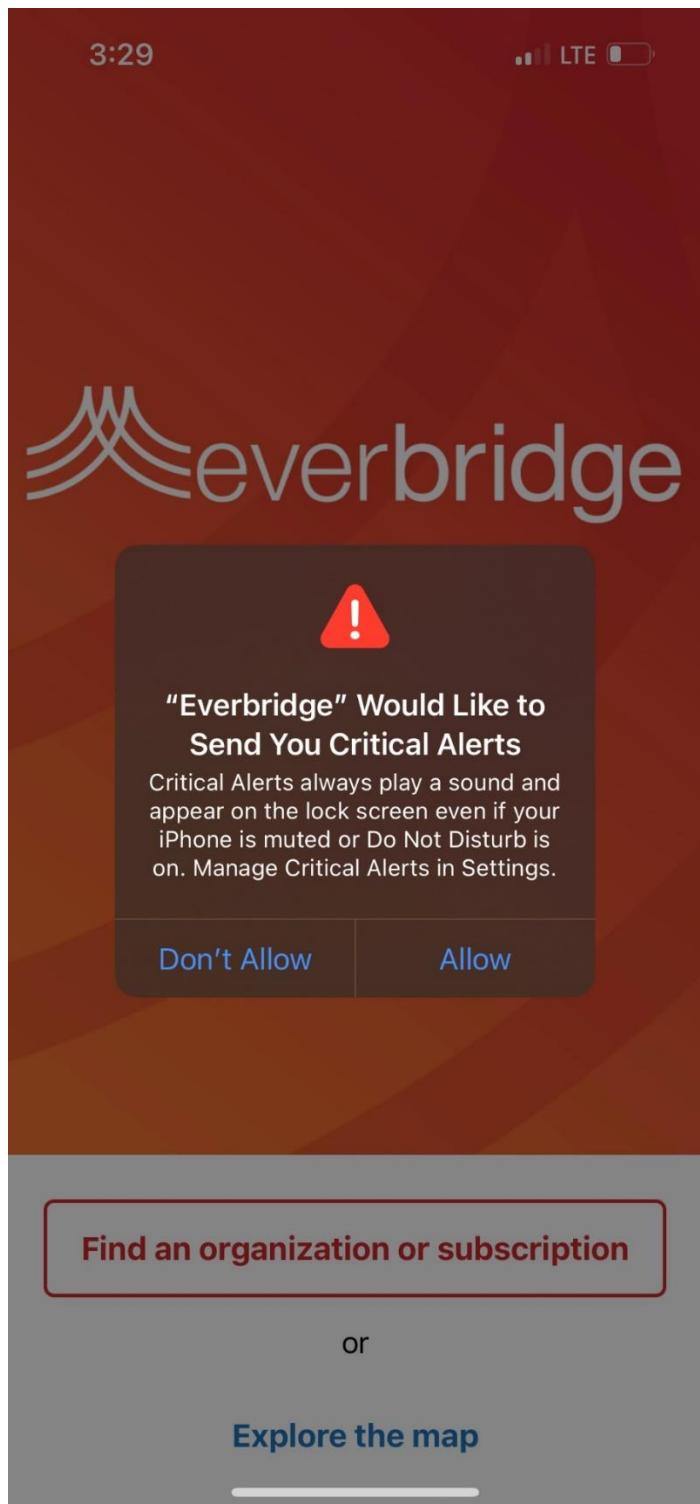
Next, tap 'Find an organization or subscription'.
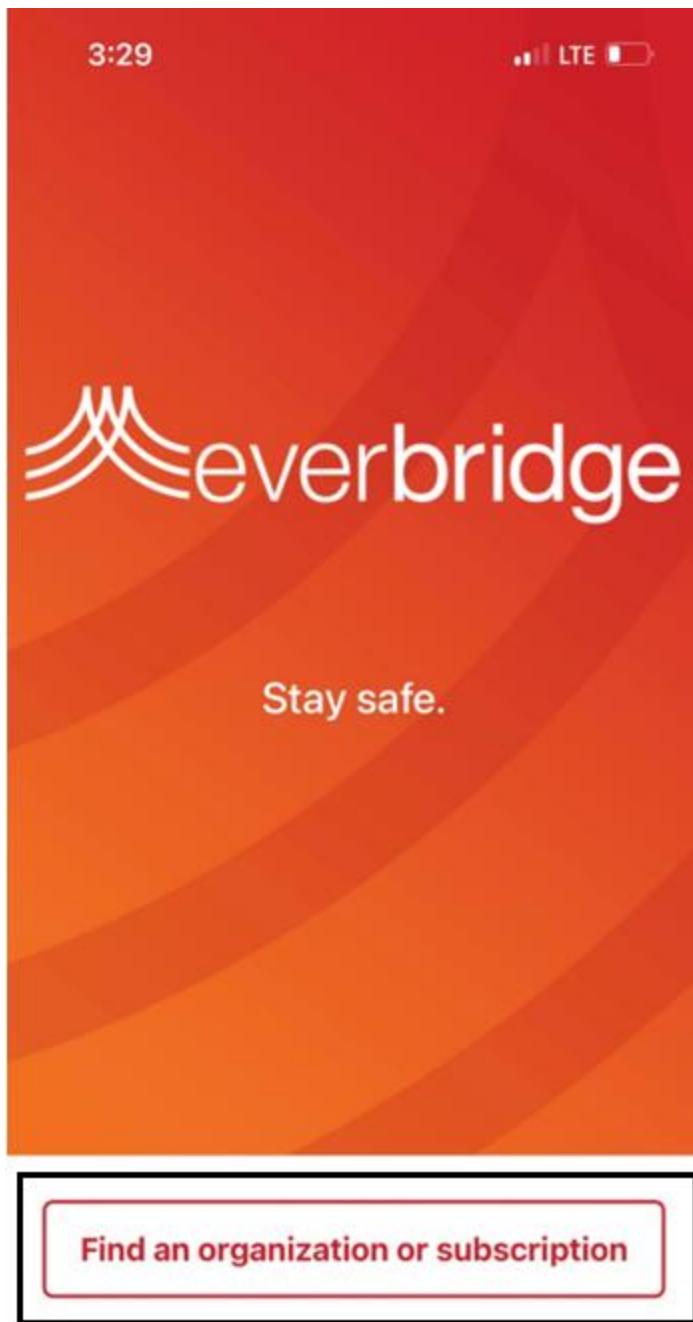
Search for **City of Marietta.**
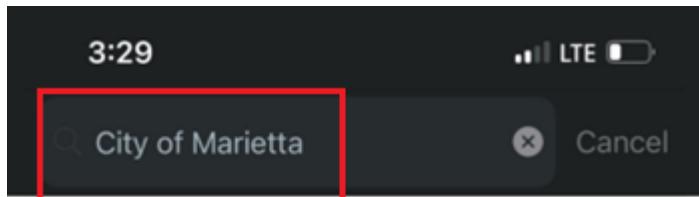
Use at least three characters in your search.

When found, tap on **City of Marietta.**
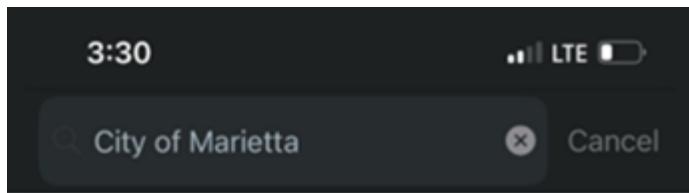
When subscribing, you will be required to create an account.

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

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)

2) Everbridge App

Logged in

3) Business Email

@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.**

After updating your Contact Methods, you are prompted to provide additional location information, and tap **Verify This Address**. <u>The address is required to get Utility Notifications.</u>
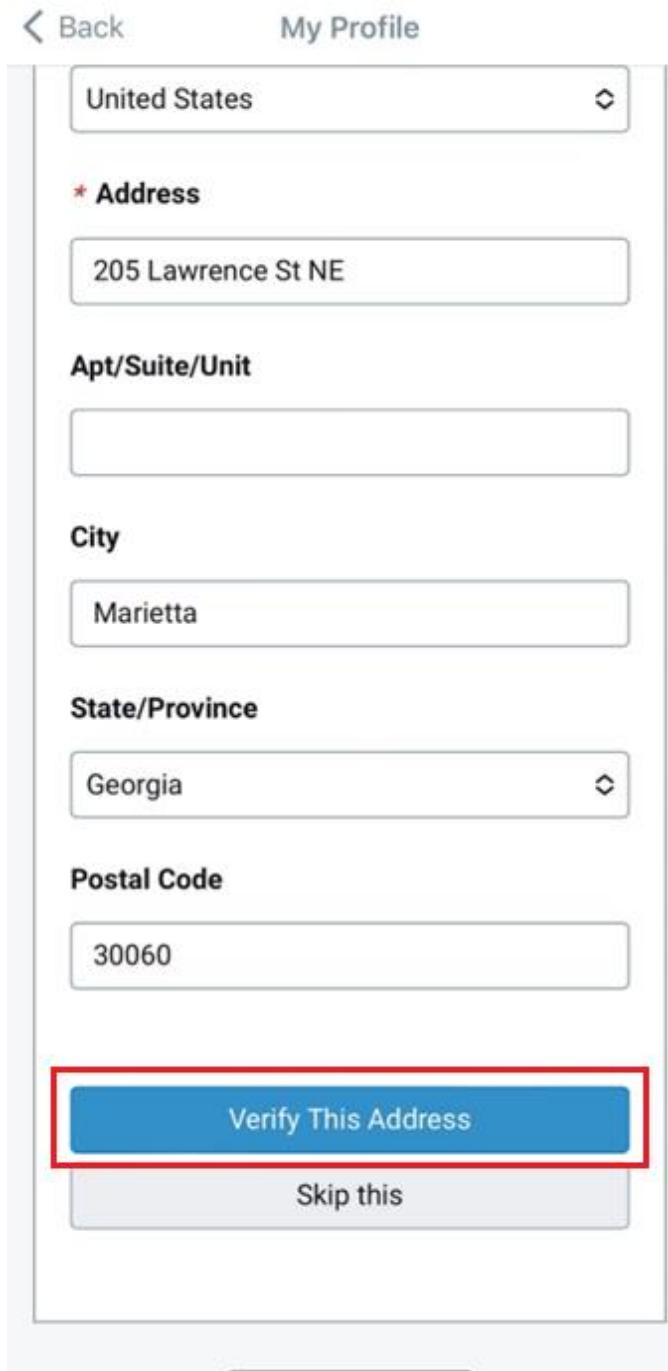
After you enter in your contact methods and your location information you will be able to review the information and make changes before you complete creating your account.

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

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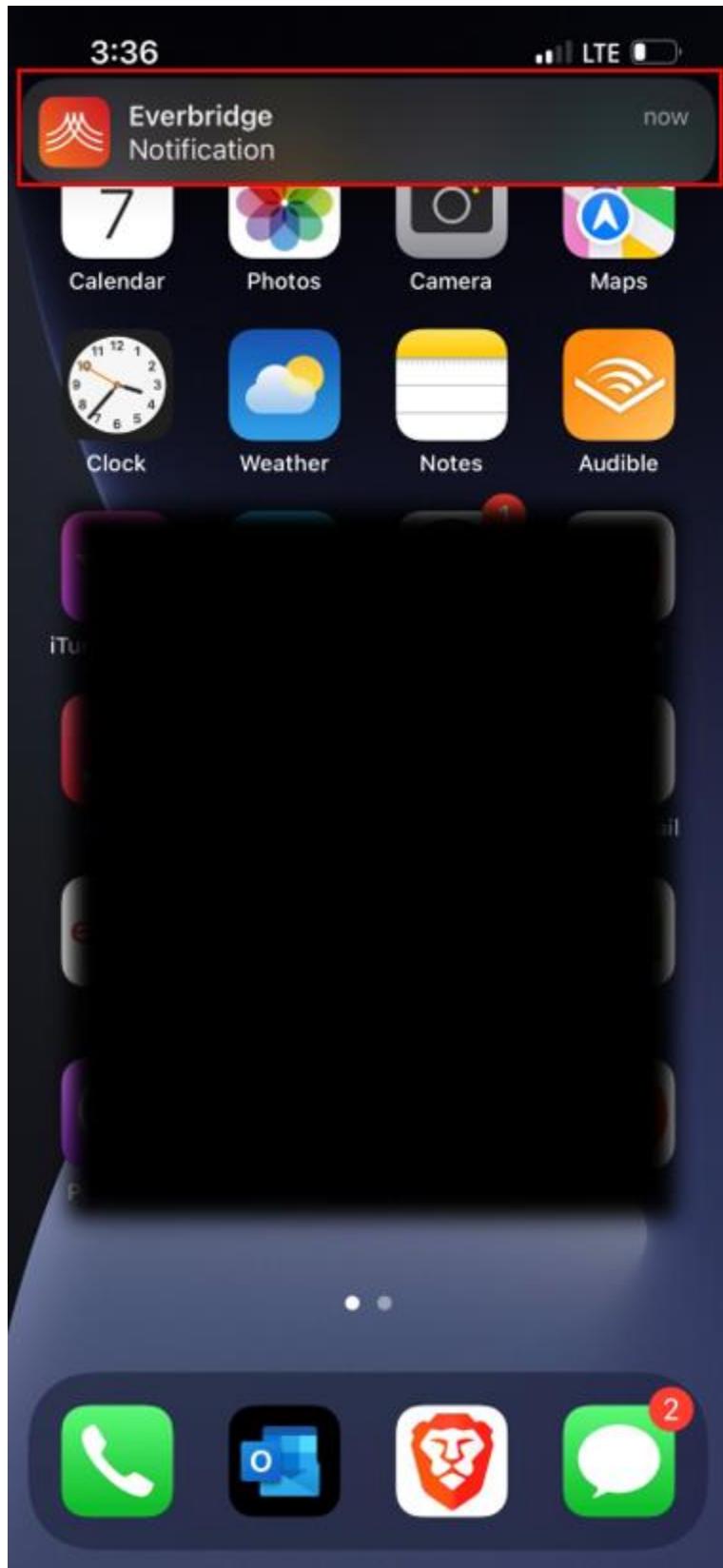
In the application, your alerts will be listed. Tap the latest alert to display the alert message.
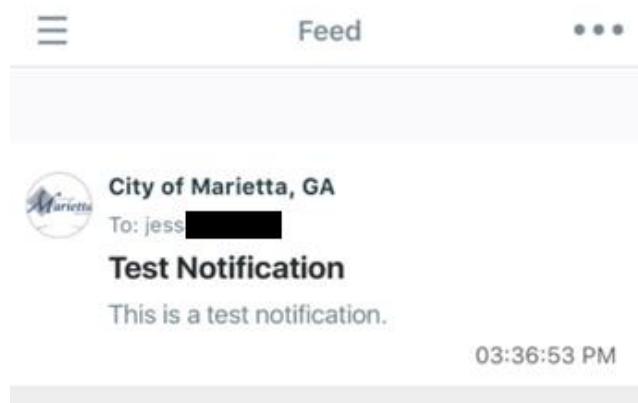
≡ Feed •••

City of Marietta, GA
To: jess
Test Notification
This is a test notification.

03:36:53 PM

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.
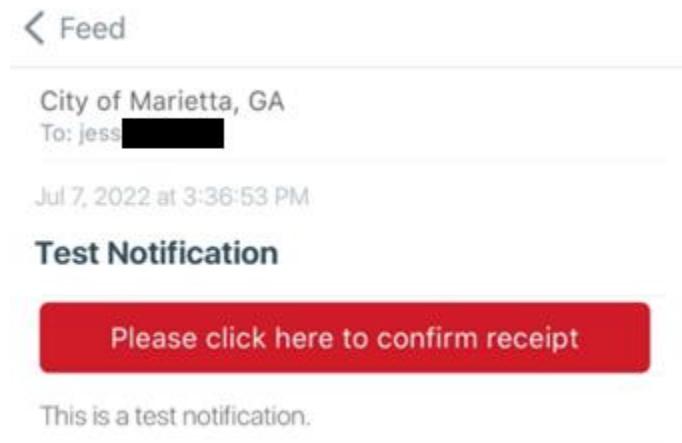
< Feed

City of Marietta, GA
To: jess

Jul 7, 2022 at 3:36:53 PM

Test Notification

Please click here to confirm receipt

This is a test notification.

Confirmed: Alert Received
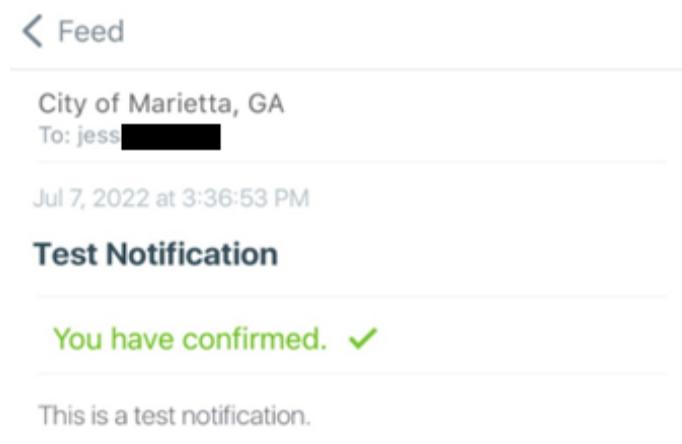
< Feed

City of Marietta, GA
To: jess

Jul 7, 2022 at 3:36:53 PM

Test Notification

You have confirmed. ✓

This is a test notification.