



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

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

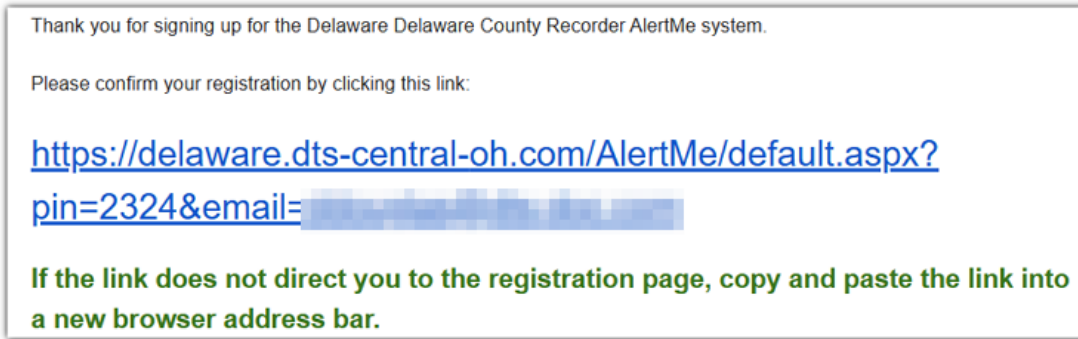
The image shows the AlertMe login interface. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: "Email" and "Password". Below these fields are buttons for "Log In" (with a question mark icon) and "Forgot password?". Below 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".

The image shows the AlertMe registration form. 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 several input fields: two for email addresses, two for first and last names ("John" and "Smith"), a password field with a "Show/Hide" eye icon, a "Text Alerts Optional" section with a phone number field (123-456-7890) and a carrier dropdown menu (Verizon), and a "Register" button with a question mark icon. A red arrow points to the "Register" button. Below the registration fields is 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 proceed to your *email inbox* or *Spam folder* to finalize the registration process.

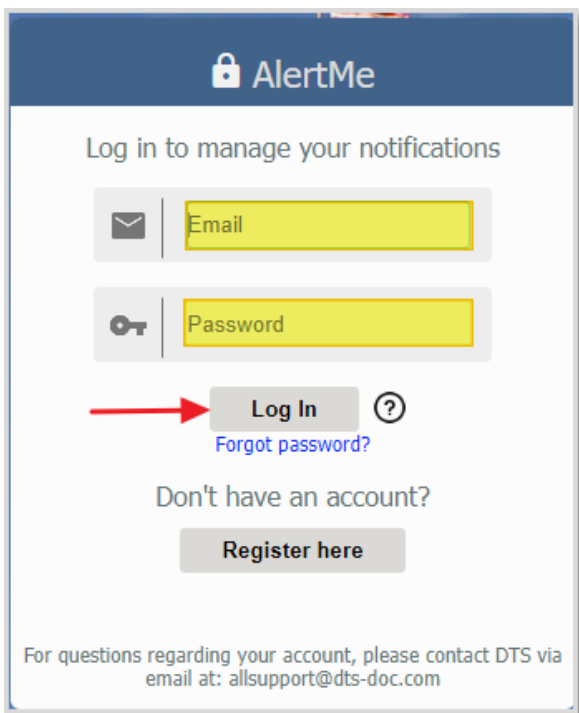
The image shows a success message dialog box. At the top, it says "delaware.dts-central-oh.com says". Below that, it says "User Created. Please check your email for your activation link." At the bottom right, there is a blue "OK" button with a red arrow pointing to it.

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.



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 TEXT ALERTS ⚙️

Manage Notifications Sign Out

Add a new Notification (name info you would like to receive email 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 results which do not include a middle name, but if you have a common first and last name it can help to reduce unnecessary matches.

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 a new notification by filling in the Last Name or Organization, First Name etc. Add any name variations you would like to receive alerts for and select **Create Notification**.

Example 1

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.

Example 2

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.

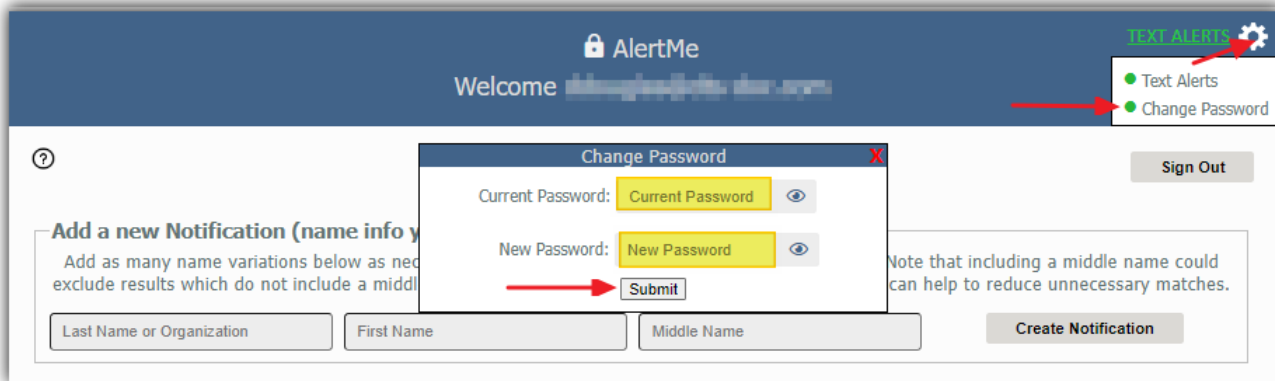
Current Notifications

Delete	Date	Last	First	Middle
X	2025/07/16	Smith	Richard	James

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**.

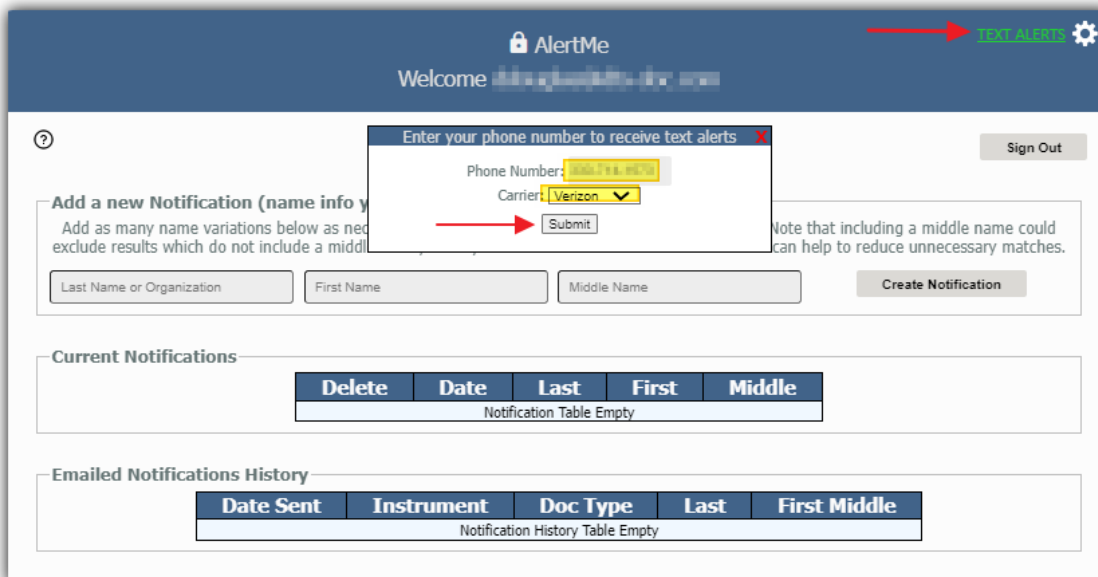


You will receive a pop-up message in the upper right corner of the screen verifying the update.



Select the  to return to the main screen.

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.



Select the  to return to the main screen.

Once finished, select the **Sign Out** button at the top right and you will be directed back to the login page.