



AlertMe User Guide

NEW USERS

Step 1: Click **Register Here**

The image shows the AlertMe login page. At the top, it says "AlertMe" with a lock icon. Below that, it says "Log in to manage your notifications". There are two input fields: "Email" and "Password". Below these fields are three buttons: "Log In" (with a question mark icon), "Forgot password?" (highlighted in yellow), and "Don't have an account?". At the bottom, there is a "Register here" button, which is highlighted with a red arrow pointing to it.

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

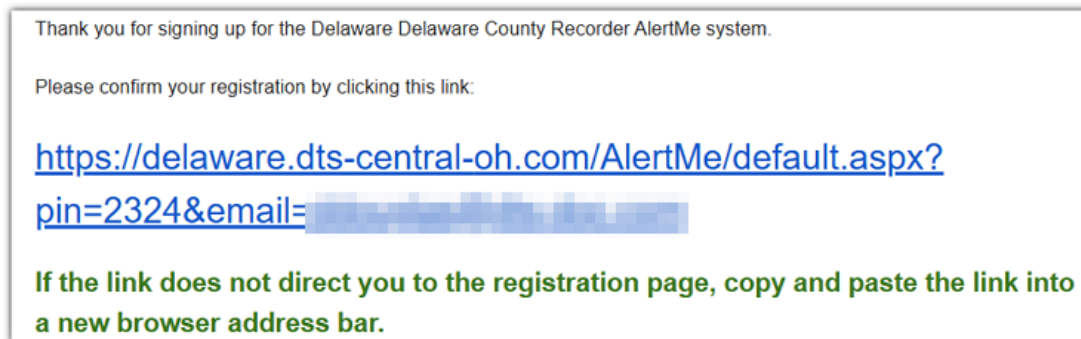
The image shows the AlertMe registration page. At the top, it says "Register for AlertMe" with a lock icon. Below that, it says "To register, please complete the below information.". There are five input fields: "Email", "Retype Email", "First Name", "Last Name", and "Password". Below these fields is a "Register" button (highlighted in yellow with a red arrow pointing to it) and a "Log In here" button. At the bottom, it says "Do you already have an account?".

Note: If you can't remember your password, enter your email and select **"Forgot Password"** then **"Send Password"**. Check your email for your recovered password.

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 from "delaware.dts-central-oh.com". It says "User Created. Please check your email for your activation link." Below this message is an "OK" button, which is highlighted with a red arrow pointing to it.

Step 4: You will receive the email notification below. If you do not see it in your email in box, it may be in your spam. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in with your email address and the password you created.



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 page has a blue header with the "AlertMe" logo. Below the header, it says "Log in to manage your notifications". There are two input fields: "Email" and "Password", both with yellow backgrounds. Below the "Password" field is a "Log In" button with a red arrow pointing to it. To the right of the "Log In" button is a question mark icon. Below the "Log In" button is a link that says "Forgot password?". Below the "Log In" button is a link that says "Don't have an account?". Below the "Log In" button is a button that says "Register here". At the bottom of the page is a link that says "Disclaimer". At the very bottom, it says "For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com".

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

?

Manage Notifications

Sign Out

Add a new Notification (name info you'd 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.

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 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.

Smith

Richard

James

Create Notification

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.

Smith

Rick

Middle Name

Create Notification

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 gear and selecting **Change Password**. Enter your current password, the 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.

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