AlertMe User Guide

NEW USERS

Step 1: Click *Register Here*

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

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.

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.

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

Please confirm your registration by clicking this link:

https://delaware.dts-central-oh.com/AlertMe/default.aspx?
pin=2324&email=

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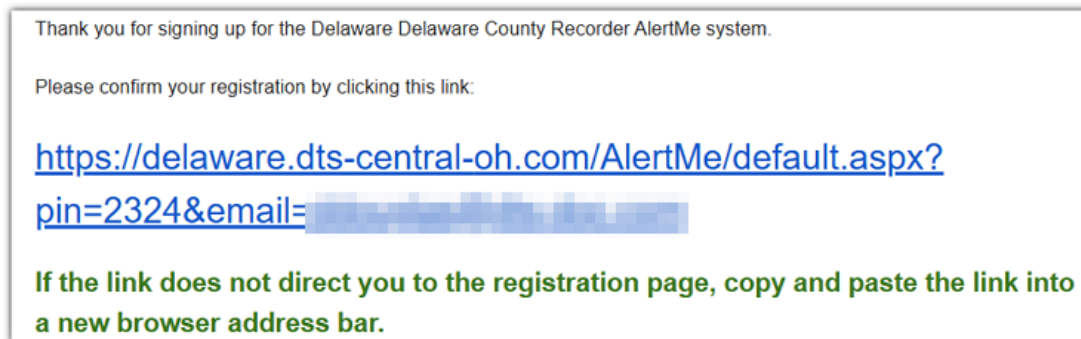
Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and *Enter.* This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

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

AlertMe

Log in to manage your notifications

Email

Password

Log In ?
Forgot password?

Don't have an account?

Register here

Disclaimer

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.

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

Example 2

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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 **X** 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.