

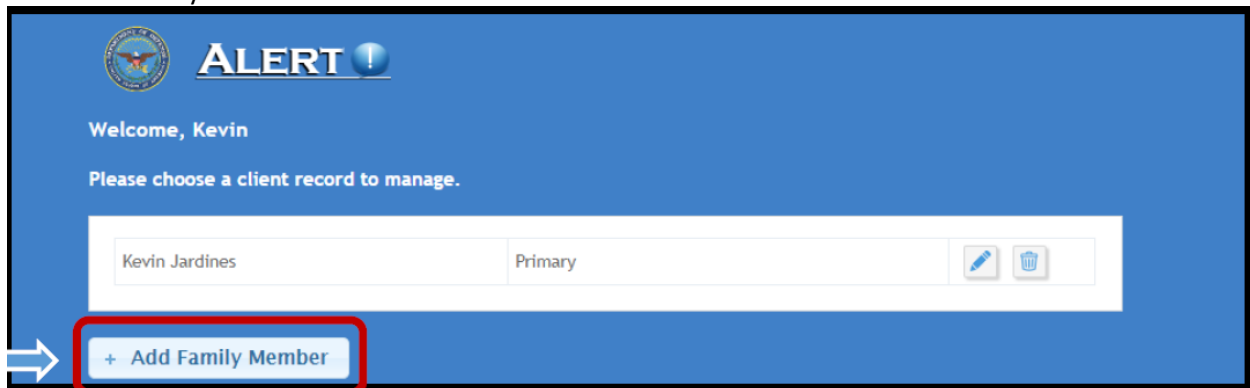
ALERT! Notifications for Non-CAC & CAC family members

How to receive ALERT! Notifications for Non-CAC holders

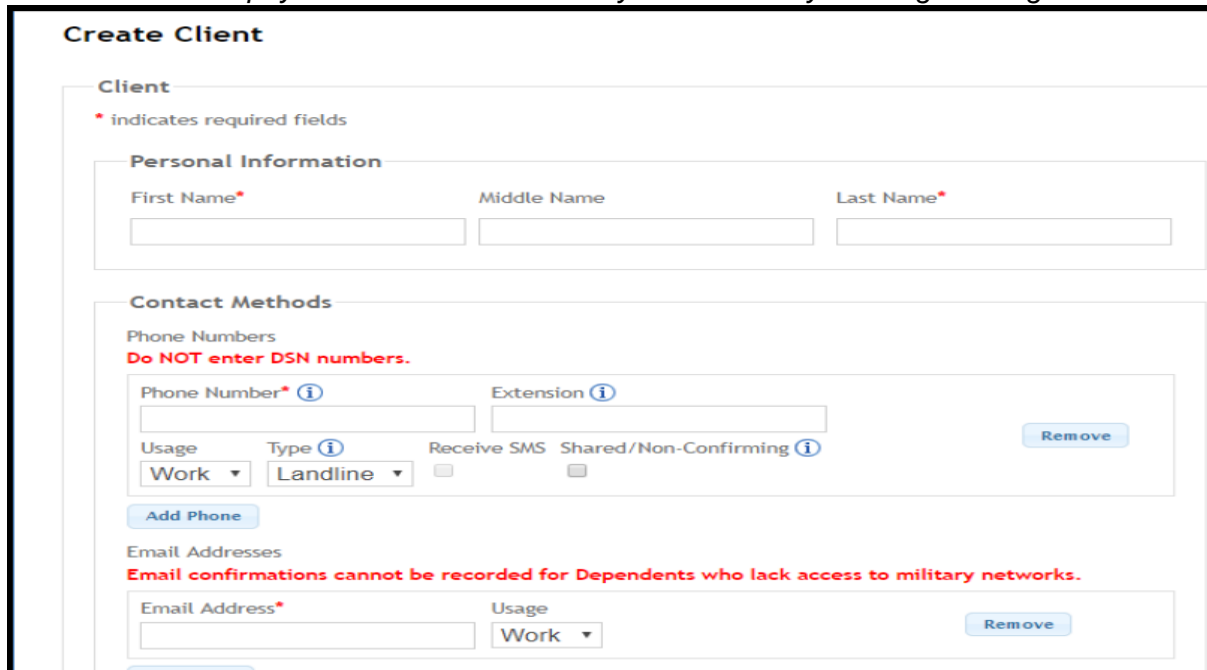
1. Contact the Installation Emergency Manager to ensure you are eligible to receive ALERT! at 573-563-6190, or email at matthew.a.mertz.civ@mail.mil.
2. When eligibility is confirmed you will be required to provide a current cell phone number and email in which to receive these notifications.

How CAC holders can add family members to ALERT!

1. CAC holder needs to navigate to Alert! Icon in your toolbox and right click. Select edit contact info.
2. On the Self Service page an Add Family Member button will be available to add a secondary client. Click Add Family Member.

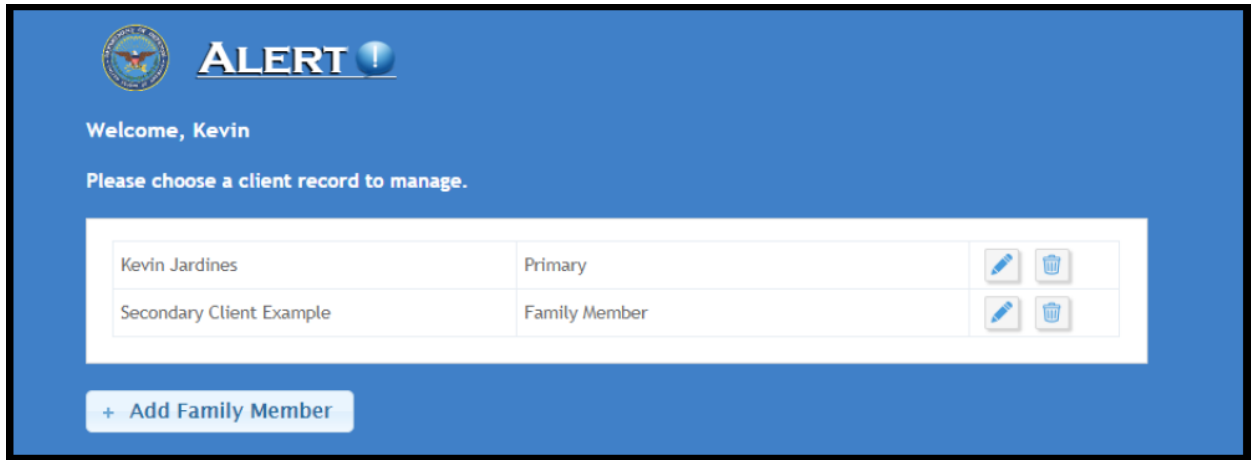


3. Fill out the necessary information for your secondary client and click **Save**
NOTE: Be sure to pay attention to all mandatory fields and any warning messages

A screenshot of the "Create Client" form. The form is titled "Create Client" and has a "Client" section. A red asterisk indicates required fields. The "Personal Information" section has three input fields: "First Name*", "Middle Name", and "Last Name*". The "Contact Methods" section has a "Phone Numbers" subsection with a warning: "Do NOT enter DSN numbers." It contains a "Phone Number*" field with an info icon, an "Extension" field with an info icon, and a "Remove" button. Below are "Usage" (Work) and "Type" (Landline) dropdowns, and checkboxes for "Receive SMS" and "Shared/Non-Confirming". There is an "Add Phone" button. The "Email Addresses" section has a warning: "Email confirmations cannot be recorded for Dependents who lack access to military networks." It contains an "Email Address*" field and a "Usage" dropdown (Work) with a "Remove" button.

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4. After clicking save you will return to the previous self-service page and your newly created secondary client will be added as a family member



Any Questions, please contact the Emergency Management Office at 573-563-6190.