



Everbridge Mass Notification System Sign-Up Information



**Please Print this Form, Fill it Out and Return it to the Town Manager's Office at
Town Hall**

This form is to allow you to supply us with the necessary information to create you an account in the Everbridge system. This information will not be shared with anyone. When we have completed the sign-up process, your information will be destroyed and it will be necessary for you to log on and change your password. This ensures that you are the only one with access to your information.

Please Check One

<input type="checkbox"/>	Resident	<input type="checkbox"/>	Business
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General Information:

First Name:	MI:	Last Name:
Address:		
Email:		
Phone:		
Business Name (If Applicable):		

Username: A username cannot be repeated in the system. We ask that you supply us with Three (3) username options so that in the event that your first or second choice has already been used, we can still create you an account without having to contact you for more options. (Examples: JohnSmith01 or John1234)

The usernames must contain both letters (A-Z) and numbers (0-9) and be 8-64 characters long.

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Security Question: In the event that you forget your username or password, you can answer a security question and your information will be emailed to you. Please check the box next to the appropriate question and supply us with the answer. Please choose one (1).

<input type="checkbox"/>	What is your city or town of birth?	
<input type="checkbox"/>	What is your mother's maiden name?	
<input type="checkbox"/>	In what city or town did you meet your spouse/significant other?	
<input type="checkbox"/>	What are the last five (5) digits of your social security number?	

Emergency Contact Paths: You have the option of providing up to Eight (8) different contact points. You can then prioritize these contact points. You can label them from one to eight (1-8), one (1) being the first point the system will attempt to reach you at and eight (8) being the last. If you are not reached at the first contact point, the system will go down the list and attempt to reach you at the following contact points. Please provide us with the information next to the description and then label them from 1-8.

#	Contact Point	Information
	Email:	
	Cell Phone:	
	Work Phone:	
	Text Messaging:	

#	Contact Point	Information
	Home Phone:	
	2 nd Email:	
	2 nd Cell Phone:	
	Other Phone:	

Please Turn Over, Form Continues on the Back of the Page

Non-Emergency Contact Options: You are automatically signed up to receive Emergency Notifications. You have the option of signing up for Non-Emergency Notifications. Check the boxes next to the notifications you wish to receive and then complete the table as you did for the Emergency Contact Paths. The order does not have to be the same for Emergency and Non-Emergency notifications, they are separate.

	Crime Alerts
	Public Health
	Public Works
	Town/Community Events

	Recreation
	Senior Services
	Press Releases
	Youth/Family Services

#	Contact Point	Information
	Email:	
	Cell Phone:	
	Work Phone:	
	Text Messaging:	

#	Contact Point	Information
	Home Phone:	
	2 nd Email:	
	2 nd Cell Phone:	
	Other Phone:	