



## Internal Users

Berks County Employees

First Responders (Fire, EMS, EMC, Law Enforcement)

### Who should create an account?

Only individuals who DO NOT receive alerts through their agency's 3<sup>rd</sup> party alerting service (Active911, FirstDue, lamresponding, etc.) need to create an internal alerting account in Everbridge.

Create an account at: <https://www.berkspa.gov/911internalAlert>

### Creating Your Account

Complete the following fields to create your account. All fields marked with \* are required.

- First and Last Name\*
- Username\*
  - Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (\_), and at symbol (@). No other characters or symbols are permitted at this time.
- Password\*
  - Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # \$ % ^ & \* ( )
- Security Question\* and Answer\*

### Location Information

Location information is not necessary for internal alerting. Sign up for alerts through the Berks County Public Portal (coming soon) to receive location-based alerts.

### Contact Information

These are your primary delivery methods to receive alerts. Additional delivery methods can also be entered after the account is created.

- Email Address\*
- Cell Text – you will receive text messages at this number

### *Click Create Account*

### Complete Profile Information

Additional contact information can be entered on this page.

***Click Save and Continue once information is completed.***

### Additional Location Information

Location information is not necessary for internal alerting. Sign up for alerts through the Berks County Public Portal (coming soon) to receive location-based alerts. ***Click Skip This***

## Opt In Groups

Check the arrow next to any opt in groups that apply to display all groups within the category.

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

- Berks County Employee
- EMS Agency Personnel
- Fire Dept. Personnel
- Local Emergency Management Personnel
- Other Emergency Response Group Personnel

Opt In Groups	
<input type="checkbox"/>	Berks County Employee Opt In Group
<input type="checkbox"/>	EMS Station Opt In Groups
<input type="checkbox"/>	Fire Dept. Opt In Groups
<input type="checkbox"/>	Local Emergency Management Opt In Groups
<input type="checkbox"/>	Albany Township EM77 Opt In
<input type="checkbox"/>	Alsace Township EM24 Opt In
<input type="checkbox"/>	Amity Township EM26 Opt In
<input type="checkbox"/>	Bally/Washington/Bechtelsville Regional EMA EM97 Opt In
<input type="checkbox"/>	Bethel Township EM64 Opt In